



# INSTRUCTIONAL ENHANCEMENT INITIATIVES

## APPLICATION GUIDELINES

*Please read carefully to fully understand guidelines and expectations.*

- **Award Range:** **Award Range:** (Up to \$20,000 for district; \$10,000 for campus; \$3,000 for team; and \$1,500 for individual). To provide funds for initiatives that **address programming, personnel, professional development, career readiness courses including materials and travel, learning experiences, academic competitions, materials, and equipment in grades K-12.** Initiatives funded must be congruent with the District's Mission and Strategic Plan. The number of initiatives funded will depend upon available funds.
- **Application Deadlines:** **5:00 p.m., First Monday in February (Feb. 6, 2012)**  
*If the deadline falls on a holiday, the grant application must be received by 5:00 p.m. the following school day.*
- **Notification of Recipients:** Recipients will be notified approximately **8-10 weeks** from submission of the proposal. (On or before April 20, 2012)
- **Date for Awarding Funds:** Funds for approved applications are *payable the first day of the following school year.* A check will be given to the Quinlan ISD, and funds will be deposited into the appropriate account on the home campus of the recipient(s). Slight change in starting date is negotiable, based upon unique needs of the project. *Recipient(s) must adhere to all Quinlan ISD financial guidelines.*
- **Length of Project:** The projects are funded for the fiscal school year from August to May. The time-line starts when the funding becomes available. *Any unexpended funds will revert to the Quinlan ISD Education Foundation at the conclusion of the grant period.*
- **Applicant eligibility:** Projects are limited to Quinlan ISD campuses, team of teachers, or individual professional personnel working directly with children, including teachers, counselors, librarians and nurses. In the case of team-based proposals, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. *Simultaneous funding of projects for the same individual, department, team, campus, or district will not occur.*
- **Eligible Projects:** All projects must address needs, challenges and concerns to enhance the learning experience. The identified need must be aligned with the instructional goals of the District's Improvement Plan and/or the Campus Improvement Plan. Projects will be judged based on their potential to impact instruction. Funds **may not** replace normal funding from tax-based sources. *Items purchased with grant funds become the property of the District, not the recipient(s).* The proposal **must** describe some quantitative and/or qualitative method to evaluate the success of the project. Initiatives may cover travel and/or consulting fees/honorariums for resource assistance. Also, expenses for consumable or single events must be justifiable.

- **Proposal Review:** Proposals shall be competitively reviewed by a designated foundation Committee. All proposals will be subject to number-coded, blind review relative to applicant(s) and specific campus. Accordingly, specific reference to the applicant and campus should be limited to information on the cover page. Before review, the QISD Curriculum and Instructional Staff will screen proposals for the purpose of assuring compliance with District Guidelines and the District and Campus Improvement Plans, **not** for selection of recipients.
- **Initiative Summary.** \*A copy of the receipts of expenditures for the initiative is due in the Foundation Office by the end of the school year in which the grant was implemented or by May 30. In addition, a summary of the grant is due to the Foundation Office at the conclusion of the grant. *Recipients who do not submit a grant summary will not be eligible to submit another grant proposal until the summary has been received.*
- **Guidelines for Completing the Application:**

The project is appropriate for submission if the following questions can be answered in the affirmative:

- Will the project impact student achievement and learning?
- Is the project congruent with the District's Improvement Plan, Scope and Sequence, and Campus Improvement Plan?
- Can the project be done?
- Are the objectives measurable?
- Are grammar and spelling correct?

Deadline for Initiatives – First Monday in February

Code \_\_\_\_\_  
For Office Use Only

**QUINLAN ISD EDUCATION FOUNDATION  
APPLICATION FOR INSTRUCTIONAL ENHANCEMENT INITIATIVES**

**NOTE: Please TYPE.**

Name of Project Chairman: \_\_\_\_\_

Is this a team proposal?  Yes  No (*If yes, list team members below.*)

Campus # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Campus: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Anticipated Date of Implementation: \_\_\_\_\_

Anticipated Date of Completion:  
\_\_\_\_\_

Total Dollar Amount Requested \$ \_\_\_\_\_.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please print application and return with 3 copies to:  
Quinlan ISD Education Foundation  
Quinlan ISD Administration Building  
401 East Richmond  
Quinlan, Texas 75474**

Do Not Fax or Email

Date Received \_\_\_\_\_

Code \_\_\_\_\_

**NOTE: Proposal reviews are anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal. Please TYPE.**

Code: \_\_\_\_\_

Do NOT include campus or teacher name in this application.

**QUINLAN ISD EDUCATION FOUNDATION  
APPLICATION FOR INSTRUCTIONAL ENHANCEMENT INITIATIVES**

**DIRECTIONS:** Please **TYPE**. If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) pages.

Project Title: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_

Implementation Date: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Total Amount of Request: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

**Please keep page alignment.**

1. Briefly describe this project and the need for it. **(10 points)**

2. Describe how this project will impact and improve instruction. **(40 points)**

a. Name and describe the three major goals and/or objectives of this project.

b. What method(s) will be used to determine whether or not your objectives have been achieved and if the project is beneficial?

3. What campuses, grade level(s), departments, and or individuals will be affected by this project? Approximately how many students will benefit from this project? What is the potential for expansion of this project to other grade levels and/or schools? **(10 points)**

4. Please list your budget request **in order of priority**. Detail your budget request. If a kit is included, please **detail** the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments. Include all services purchased. ***NOTE: If this initiative is approved, copies of all invoices and proof of payments will need to be attached to a written final evaluation and returned to the Quinlan ISD Education Foundation by the end of the school year in which the initiative was awarded.. (10 points)***

QTY	ITEM	COST OF ITEM	SUPPLIER	BUDGET AMOUNT

**Project Total** \_\_\_\_\_

**Include a list of additional materials that will be required from the district.**

5. Develop a time line to track the progress of this project. It must include an actual implementation schedule and a schedule for the purchasing/receiving of materials and/or services. **(15 points)**

6. List and explain at least two measurable evaluation components that will determine the success of the project. **A written project evaluation is required at the completion of this project. (15 points)**

Project Name: \_\_\_\_\_