



MATH/SCIENCE INITIATIVES

APPLICATION GUIDELINES

Please read carefully to fully understand guidelines and expectations.

- **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 impacting instruction in math/science. 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 critical math/science 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. 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 Quinlan ISD 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 the 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 MATH/SCIENCE 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 E. 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 MATH/SCIENCE 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?

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: _____