



## 2023 New Braunfels ISD Education Foundation Grant Application

### Submission Deadline: March 24, 2023

*The New Braunfels ISD Education foundation provides resources to inspire learning, enrich teaching, and enhance opportunities for the teachers and students of NBISD.*

The Foundation considers requests for grants from persons who demonstrate that grant money can be used for programs, activities, or materials that promote the purposes of the Foundation. The NBISD Education Foundation provides funds not available through the District's normal operating budget for programs and activities. The Foundation seeks to encourage all students to work to their highest potential, to encourage and recognize innovative staff efforts, to promote the creation of new educational projects and to involve the community in assuring a quality education for our students.

#### Grant Criteria

- Grant funds will be disbursed to meet the Foundation's mission.
- All grants must be fully operational in the **2023-2024** school year. The NBISD Education Foundation reserves the right to rescind funds if the provision is not met prior to September 29, 2023.
- Grants are awarded to a particular applicant. Therefore, if a grant recipient transfers to a different campus within the District in the year immediately following his/her application, the grant will follow the applicant.
- If a grant recipient leaves the District prior to the grant being funded by the Foundation, that grant will generally not be awarded. However, the Foundation reserves the right, but not the obligation, to award and fund these types of grants, if it receives a written request from the relevant campus administrator within 30 days of the start of school.
- Grant recipients will use awards for the defined purposes, including grade level and/or content area, in grant.
- Grant recipients must be employees of the District.
- Grants are limited to **\$5,000 and may not include shipping or tax.**
- Continued annual funding for an approved grant is not guaranteed.
- Grants will not be allowed for travel related to field trips, teacher salaries, or professional development.
- Grants that leverage other sources of funding are preferred.
- **If applying for technology** related hardware (including iPods, printers, iPads, cameras, SMART Boards/Mimios, Elmos, and the like) and software, a signature from the NBISD Technology Department is required. **Please contact Leah Gomez 830-643-5724 for quotes and details.**
- Recipients will be required to fill out a grant evaluation at the conclusion of the grantee award period. Due no later than the end of the school year the grant is funded and operational, ie. May 2024.
- All items purchased become property of your current campus and the district. When possible they should be bar-coded per district policy.

***Completed applications must be submitted electronically to the NBISD Education Foundation by 5:00 p.m. on March 24, 2023 to: [nbisdoundation@nbisd.org](mailto:nbisdoundation@nbisd.org). A hard copy of the cover sheet must be delivered to the NBISD Education Foundation at 1000 N. Walnut, New Braunfels, 78130.***

***This cover sheet is an absolute requirement for grant consideration.***



## Application Review

A committee appointed by the Education Foundation's Board of Directors will review the application, request additional materials if needed, and make a recommendation to the Board. The Board may waive any requirements of its grant criteria and/or impose additional requirements.

The New Braunfels ISD Education Foundation provides resources to *inspire* learning, *enrich* teaching, and *enhance* opportunities for all students in the New Braunfels School District.

The goals are:

- Encouraging all students to reach their highest potential
- Encouraging exemplary teaching and recognizing staff efforts
- Promoting the creation of new educational projects and programs
- Involving the community to assure a quality education for the leaders and works of tomorrow

The New Braunfels ISD Education Foundation seeks to award grants for exceptional projects and programs proposed by New Braunfels ISD educators.

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New Braunfels ISD Education Foundation  
1000 N. Walnut

Last revised on 10/5/22

## **Tips for a Successful Application**

**Consider attending one of the NBISD Education Foundation Grant Workshop's. Please check the NBISD Education Foundation website for dates, times, and more information on when Grant Workshop's are offered.**

### ***Budget (10 points):***

- Limited to \$5,000 and may not include shipping or tax.
- Consider the extent to which all expenditures are pertinent to and appropriate for the objectives/activities stated and number of students served.
- All technology must be pre-approved through Matt Jones prior to submitting.

### ***Needs Assessment and Target Population (15 points):***

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Action Plan(s).
- Define who will be the recipient of the grant.
- Use specifics. For example, provide the number of students, subpopulations, etc. when possible.

### ***Goal and Objectives (15 points):***

- Define the goal of the grant based on the defined needs. This is your solution to the identified need/problem.
- List objectives to meet the goal of your grant.
- Objectives should be specific and measurable.
- Limit the number of objectives.
- Imply or state the evaluation in the statement of objectives.
- Be specific.

### ***Project Design (15 points):***

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need, grant goal and objectives.
- Be specific.
- Refrain from using education acronyms, etc. when possible.
- Describe how your project is supplemental in nature – outside the realm of local campus/district funding.

### ***Evaluation (10 points):***

- Relate to stated objectives, including measures.
- Indicate how you will know whether the project was successful.

### ***Program Sustainability and Other Funding Sought or Grant Partners (15 points):***

- Define how the grant will be sustained after funding ceases.
- Address maintenance of equipment and software/contract renewals when applicable.

- If this is a one-time purchase, please indicate as so.
- Are there others who will participate in this project? (PTA, Rotary Club, Lion's Club, Habitat for Humanity) What will their roles be?
- Will other funding sources be used to complete/sustain this project (campus, department funds, etc.)?

***Application Clarity (5 points):***

- Application is written in a clear well communicated manor.
- Application follows instructions.

***Adherence to Foundation Goals (15 points):***

- Encourages all students to reach their highest potential.
- Encourages exemplary teaching and recognizing staff efforts.
- Promotes the creation of new educational projects and programs.
- Assures a quality education for the leaders and works of tomorrow.

***Points to Remember:***

- Do not use your name or the name of your campus in the application.
- Grants are to be used to fund projects that are not funded through the school or district.
- Grants cannot be used to fund teacher training or travel.
- When creating your budget, research carefully and be realistic.
- All items purchased become property of your current campus and the district. When possible they should be bar-coded per district policy.

## **2022/2023 Timeline**

Week of Oct. 17, 2022	New Braunfels ISD Education Foundation Grant Application Opens
Late October/Early November 2023	Grant Workshop #1: Date and Time TBD; New Braunfels High School Library
Late February/Early March 2023	Grant Workshop #2: Date and Time TBD; New Braunfels High School Library
March 24, 2023	Grants Due to New Braunfels ISD Administration Center by 5:00 P.M. Must include approvals from Principals and Technology (if applicable)
April 24, 2023	NBISD Education Foundation Board of Directors Meeting
May 12, 2023	NBISD Education Foundation Surprise Accolade Parade