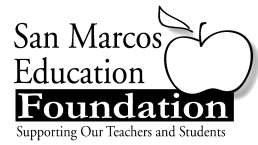


**SAN MARCOS EDUCATION FOUNDATION**  
**Enrichment Grant Application**



Name of Chairperson: \_\_\_\_\_  
Type of Proposal: \_\_\_\_\_ Individual \_\_\_\_\_ Team/ Group  
If Team/ Group, list members below:  
Print Name Signature  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is funding related to this program being applied for or been received from any other funding entity? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, describe: \_\_\_\_\_

Campus \_\_\_\_\_ Subject (s): \_\_\_\_\_  
Grade (s): \_\_\_\_\_ Primary Target Population: \_\_\_\_\_  
Title of Proposed Project: \_\_\_\_\_  
Anticipated date of implementation: \_\_\_\_\_ Anticipated date of completion: \_\_\_\_\_  
Total dollar amount requested (up to \$1,000/ Individual; up to \$3,000/ Team/ Group) \_\_\_\_\_  
**Project Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deadline**

November 7, 2007  
April 25, 2008

**Questions?**

E-mail Board teaching grant chairperson Sarah Lesak, [jslesak@grandecom.net](mailto:jslesak@grandecom.net)  
Please type or word process the application and return it to:

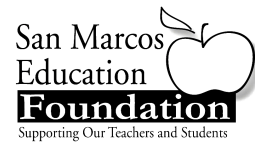
San Marcos Education Foundation  
C/O Rosina Valle  
Lamar Annex  
500 West Hutchison  
San Marcos, Texas 78666

**Mail or send by Pony - Do Not Fax Or Email**

Note: Grant reviews are anonymous. This cover sheet will not be included as part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal.

For Office Use Only  
Date Received: \_\_\_\_\_

# San Marcos Education Foundation Educators' Grant Application



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

**Please fully answer each of the questions below. The budget form is a requirement for all applications, and its completeness will affect the approval of this application.**

***I. Project Overview/ Abstract***

For publications use, write a short, one-paragraph summary of your grant proposal

***II. Statement of Purpose***

Write a descriptive summary of this project explaining what you hope to achieve and why it is needed. Describe why you consider this project to be an innovative and/or creative approach to teaching.

***III. Statement of Rationale***

State what specific need(s) this project addresses. Who are the target population, number of students involved, number of teachers involved, and how will the students benefit from the proposed project in terms of student learning. Describe the pressing problem(s) and justify how this project will address the needs.

***IV. Goals/ Objectives***

State the goal(s) you hope to obtain and at least one measurable objective for each goal and correlate with TEKS. What will the project do?

**V. *Methodology***

Describe the instructional procedures, methods or activities, that will be utilized and clearly link to the objectives? What actions will you take to meet your goals and objectives? Will these actions be unique and cleverly carried out?

**VI. *Implementation***

Define in a chronological time schedule or timeline how the project's activities will be carried out and objectives achieved.

**VII. *Collaboration with community***

Describe how collaboration with community will be incorporated into the project. Identify any school-community partners involved in the project and their respective role(s).

**VIII. *Evaluation***

Describe how the goals and objectives of the project were achieved and how you will measure the success. Answer the questions: What? How? And When? **A written project evaluation is REQUIRED at the completion of the project.**

**IX. *Budget***

Provide a detailed explanation of your budget request, Include specific information on materials and equipment needed, sources, costs, transportation, shipping and handling et cetera. The Budget form will need to be completed and submitted.

# San Marcos Education Foundation Enrichment Grant Program



## Guidelines for Grant Applications

### ***Purpose:***

The Enrichment Grant Program is designed to encourage, facilitate, recognize and reward enrichment projects.

### ***Persons Eligible to Apply for Grants:***

Professional personnel working directly with students (such as teachers, librarians, nurses, counselors) may apply for individual, team, or campus-wide grants.

### ***Award of Funds:***

- Up to \$1,000 for individual initiated projects
- Up to \$3,000 for team or department projects
- Up to \$5,000 for campus projects

The number of awards will depend on funds available from the San Marcos Education Foundation.

### ***Due Date:***

Grants will be awarded each fall and spring for projects to begin the following semester.

### ***Selection Criteria:***

- Addresses important program objectives
- Represents a **creative** or **innovative** approach to enrichment
- Includes the following:
  - (a) specific objectives
  - (b) clear description of instructional strategies
  - (c) sound evaluative procedures
  - (d) alignment of evaluative procedures, objectives, and instruction
- Impacts the maximum number of students appropriate to the category (individual, team, or campus) or project
- Does not request money available through other sources such as federal, state, or district funding

## ***Selection Process***

1. Application forms may be obtained at school offices, workshops, and at this link:  
[www.SanMarcosEdFoundation.org](http://www.SanMarcosEdFoundation.org)
2. Applications must be reviewed and signed by the campus principal, who should confirm that the project is aligned with campus goals and that funding is not readily available through other sources.
3. All team and campus applications must indicate a project director to assume overall administrative responsibility for the project and all related correspondence. The principal must serve as project director for all campus-based proposals. The principal assumes the duties and responsibilities for overseeing the project.
4. Signed applications must be returned to the San Marcos Education Foundation office.
5. Applications will be reviewed and evaluated by the Grant Application Review Committee made up of the following members:
  - a. Six Foundation directors appointed by the president of the Foundation Board of Directors
  - b. Representative from District Teaching and Learning Department
  - c. Others as determined by the Foundation Board of Directors
6. Successful applicants will be notified by a Prize Patrol.

## ***Responsibilities of Grant Recipients:***

1. Use the awards for the purposes intended.
2. Prepare a brief final report for the Education Foundation. Report must include a budget summary and data from program evaluation.
3. Agree to share successful procedures in staff development sessions. (if requested to do this)
4. Complete ordering of materials by closing date of project.
5. I understand that if I move within the District and have written the grant myself, I may take the grant with me to my new school (as long as it is age appropriate for my classes). If I have written the grant as part of a team, I will have to leave the grant behind with the team. As a condition of this grant, I will complete an evaluation form (to be furnished by the Foundation).
6. Any modifications or changes made to an approved grant must receive prior approval from grant chairperson and campus principal. Grant recipient is responsible for notifying both principal and chairperson.

### ***Project Overview/ Abstract***

- Write a summary of the project
- Establish the significance of the creative, innovative idea being presented
- Write persuasively

### ***Statement of Purpose:***

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.
- Use the statement of the problem to show that your proposed project is definitely needed and should be funded.

### ***Statement of Rationale--Address the Following:***

- Importance of purpose
- How project aligns to campus goals
- The problem or issue addressed
- How the project supports the purpose
- Paint a picture of your proposal in the mind of the creator.
- Describe the pressing problems you want to address.

### ***Goals/Objectives:***

- Limit the number of objectives
- Imply or state evaluation in the statement of objectives
- Be specific
- State in measurable terms
- Correlate with TEKS

### ***Teaching Methods/ Activities***

- Relate to purpose and objectives
- Be specific
- List steps (who will be responsible for activity, when will activity take place, where will activity take place)
- Clearly present the innovative aspects of your ideas

### ***Implementation***

- Map out the scope of the project with a timeline.
- Use charts as a good tool to use as a snapshot in highlighting when the activities will take place and objectives achieved

### ***Collaboration with community***

- Incorporate the collaborative relationships with cooperating groups and what methods your project uses to encourage this relationship
- Clearly identify the school- community partners in the project and their respective role(s)

### ***Evaluation***

- Relate to stated objectives
- Indicate how you will know whether the project was successful
- Align evaluative procedures, objectives, and instruction
- Identify precisely what will be evaluated, the methods used to evaluate, who will provide the evaluation and when will it be evaluated
- Plan for measuring effectiveness

### ***Budget***

- Make your budget realistic
- Do not budget for consumables or teacher substitute pay
- Should clearly fit the proposed activities
- Relate all costs to proposed objectives

### ***Important Details***

- No Cover Sheets
- Attach budget form
- Application should be typed or word processed and the font should not be smaller than 10 pt.
- Staple, top left corner

### ***Try To:***

- Be creative, but realistic
- Partner with others
- Search for least expensive items
- Attend a Grant writing workshop
- When appropriate, support ideas with research
- Select a unique problem to solve creatively
- Develop a student-centered project
- Write for an audience that includes educators, business and community partners

### ***Try To Stay Away From:***

- Field trip costs should be limited
- Consumables
- Teacher substitute pay
- Unrealistic methods and activities to accomplish the objectives
- Requesting funds that do not correlate to a creative, innovative proposal
- Missing the deadline

