

Grants for Great Ideas

Application Guidelines

**Purpose of the Grants for Great Ideas Program**

The Santa Fe Texas Education Foundation (SFTXEF or Foundation) **CULTIVATES** and **NURTURES**the culture of generosity in our community, **IGNITES** exemplary experiences for every student and teacher, and**INSPIRES** the achievement of lifelong success.

The Santa Fe Texas Education Foundation supports educators and staff in Santa Fe ISD schools in a variety of ways, including the Grants for Great Ideas program. This program has been designed to accelerate your teachings, to inspire our youth, and to provide innovative opportunities that might not otherwise be possible made outside of Santa Fe ISD budgets. We encourage all departments in Santa Fe ISD to think outside of the box on how they can better impact our students. This program is not limited to classroom teachers. We can’t wait to read your applications!

For examples of what the Foundation has funded in the past, visit the Foundation website at [https://santafetxedfoundation.org/what-we-do/](https://apply.mykaleidoscope.com/scholarships/GrantsforGreatIdeas%22%20%5Ct%20%22_blank)

**Persons Eligible to Apply**

All employees of Santa Fe ISD are eligible to apply.

***If the applicant has received a grant from SFTXEF in a previous year, the previous project must be implemented and a*** [***Final Report Form***](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=u5_1CvaYHE-GJQZxmALgiZtTmzrGzDhItoh2po7-H2tUNEtFQkE1OTRJV1BVUEVHR1VXRDlQQ0UwSS4u) ***submitted before applying for another grant.***

**Award of Funds**

Grants for Great Ideas proposals are for creative or innovative needs of $501 or greater. The number of proposals awarded will depend on funds available from the Foundation. *However, we encourage proposals for all amounts!*

If the proposal amounts to $500 or less, please submit a Classroom Wish List at: <https://santafetxedfoundation.org/what-we-do/classroom-wish-lists.html>

**Selection Criteria**

**The proposal:**

* Addresses important program objectives that relate to the campus or district improvement plan.
* Represents a creative or innovative approach to provide unique opportunities that enhance the quality of education that might not otherwise be accessible.
* Supports the overall enhancement of the students’ experiences in the district.
* Criteria:
	+ Addresses important program objectives that relate to the campus or district improvement plan
	+ Represents a relative or innovative approach to provide unique opportunities that enhance the quality of education that might not otherwise be accessible.
	+ Supports the overall enhancement of the student’s experiences in the district.
* Should include the following:
	+ Specific and measurable objectives
	+ Instructional procedures (lesson plan)
	+ Evaluation procedures
* Should NOT include the following:
	+ Furniture (unless there is a valid reason as to why it would be necessary. Ex. Wobble Chairs, etc.)
	+ Funding for items already provided by the campus budget or substitute pay/stipends.

**Keep in mind:**

* Projects that will impact a large number of students are preferred.
* Furniture will not be funded.
* Applications should not request funding for items already provided by the campus budget or substitute pay/stipends.
* It is important to communicate with campus leadership or department leadership before submitting the Grant application.
* AMAZON:
	+ Work with Campus Secretary to identify items needed and build a wish list. Take a screenshot to share this information as your "quote"
	+ Working with Amazon, you acknowledge that pricing may change when ready to order OR items may no longer be available. In the event the pricing increases, your potential Grant funds would remain the same and not increase because of the Amazon price increase.
	+ For clarification, please contact Bryan.Holliday@sfisd.org.
* Applications are subject for review by the campus principal and/or administrative staff.
	+ The Foundation office will seek to obtain the additional, required approval signatures, as indicated on the application.
	+ If your request includes technology, you must get a quote from SFISD technology department.
		- Do so by accessing Eduphoria under the employee tab at sfisd.org. Click on ‘Helpdesk’, then ‘Technology’, and finally ‘Request for Quote’.
* All materials or equipment funded by these grants are property of SFISD and cannot be removed from the district.

**Process**

1. The Grant application window opens on August 1 and closes on September 30.
2. All applications are blinded and do not contain identifiable information about the applicant for committee review.
3. Applications received by September 30 are reviewed by the Grants Committee and approved by the Executive Committee to award in the fall (date to be determined in collaboration with district administration).
4. The Grants Committee of the Santa Fe TX Education Foundation consists of anonymous board members and volunteers. This committee ranks proposals as follows:
	1. Approval
	2. Approval with condition and/or modifications
	3. Disapproval with suggestions for resubmission
	4. Disapproval
5. Grants will be awarded on a date determined in collaboration with Santa Fe ISD administration. Applicants will be notified of their approval during the annual Grant Parade along with a letter detailing the process. Applications that will not receive funding will receive a detailed letter explaining why the project was declined. All items are property of Santa Fe ISD.

**Tips for Completing the Application**

* If the proposal is valued at or below $500, complete a Classroom Wish List application. Find these instructions on the Foundation’s website under What We Do/Classroom Wish Lists at www.santafetxedfoundation.org
* Explain how the items will be used in a creative or innovative way that will positively impact a greater number of students.
* Be specific and thorough, completing all fields on the application.
* Remember that not all members of the grant review committee are educators. Please explain acronyms and educational terminology.
* Photos, web links, or other supporting documents are encouraged.
* Any uploaded document in Microsoft Forms must be blinded. Use black sharpie or blank out the name to keep it blinded.
* Contact Gina Welsh at 409-925-9080 or gina.welsh@sfisd.org with any questions about the grant guidelines or application process.