

**Clear Creek Education Foundation
Teacher Innovative Grants (TIG) Guidelines**

Award Amount:

The CCEF will award over \$100,000 in grant awards for the 2013-2014 school year. In previous years, award amounts have been within approximately \$500 - \$10,000 each. This year the award is being capped at \$5,000 per request.

Program Profile:

TIGS grants enhance student learning by stimulating teacher creativity and supporting innovative learning projects. Grants will be awarded for new projects to be implemented within the 2013-2014 school year. They will be awarded to individuals or teams employed by CCISD who are involved in the instruction of students. A teacher may submit more than one grant application. Projects are reviewed and evaluated on an individual basis.

Evaluation Criteria:

Goals and objectives must be aligned with the district curriculum, clearly defined and linked to **student learning and achievement**. Applicant must be clear about what skills, behaviors, etc., the students will accomplish because of the grant project. Please be sure to *CLEARLY STATE THE NEED AND PURPOSE OF THE PROJECT.*

The project's activities should engage and enhance the student's learning experiences. The project's major components must have academic merit and be feasible within a school year. The project focus may be multidisciplinary or focus on **at least one core academic area**.

The project may either reflect the teacher's own, original idea or it may be a creative adaptation of an existing teaching idea, project, or strategy. The Clear Creek Education Foundation is looking for innovative, creative ideas.

Plans for evaluating the project must be clearly defined with measurable performance goals. For examples of expected types of measurable goals please refer to The Power of SMART Goals. Please only submit the requested information and no additional attachments, unless specifically requested. Please do not use standardized testing as a form of evaluation. Meaningful, measurable goals are critical to your grant application being awarded. **You will be asked to provide grant status/impact reports in December and May to the Clear Creek Education Foundation Programs Committee.**

The project should meet the needs of a **significant number** of students in the school and/or district with the goal of achieving a reasonable cost per student. However, we recognize there may be cases where the number of students served is smaller. It should also support campus and/or district goals. When possible, please submit a **partial funding request** if you can manage the project with less funding. **Funds will not be knowingly granted for projects where materials or services are currently available through CCISD resources.**

Selection Process:

1. The Teacher Innovative Grants (TIGS) online link has been emailed to all CCISD principals and teachers for your use. The link and guidelines may also be obtained from the Clear Creek Education Foundation Executive Director, Kaci Harrison, at 281-284-0031 or online at www.clearcreekeeducationfoundation.org or the CCISD Employee Portal.

2. Teacher initiated applications **must be approved by the campus principal** or they will not be considered. The approval will be emailed once the online application is finished.

3. Grant applications that include any landscaping modifications must meet the following criteria:

a. Request must be renewed annually and approved by the CCISD Landscaping Committee. The Clear Creek Education Foundation **will not** accept grants to fund the continued maintenance of the landscaping modification.

b. CCISD Maintenance and Operations will not be responsible for maintaining any additional landscaping modifications other than the original landscape of the property.

c. If landscaping modifications are approved by CCISD, it will become the responsibility of the group submitting the request to maintain the new landscape, not campus custodial staff. This includes seasonal care of flowering shrubs, trees and plants and removal of any debris.

d. Watering systems and plans must be included with the submission of each landscape modification. CCISD staff will not be responsible for the care of plants; they must be maintenance free.

e. Pesticides of any kind cannot be applied to the landscape modifications. With CCISD's approval applications may be made by a commercial certified applicator at the applicant's expense; written records of all applications must be submitted to the appropriate individual in the CCISD Maintenance and Operations department.

f. Landscaping modifications will be located at a minimum of 25 feet from campus facilities and cannot obstruct contract mowing. The total area of the habitat cannot exceed 500 square feet. Ponds will not be approved as landscaping modifications.

g. Each landscape modification will include:

i. Specific site drawings and descriptions of the proposed modification;

ii. All planting materials (soils, mulches, rocks, shrubs, annuals, perennials and trees);

iii. Statement of educational benefit;

iv. Statement of proposed maintenance plan and

v. Security plan for the area if required.

Please complete the addendum to the application if submitting a grant request that involves any landscaping modification.

4. Technology requests will also go through an approval process to ensure the request is not already available to you through the district. This approval must be completed **before** being sent to the campus principal.

5. Applications will be reviewed, evaluated, and awarded by the Programs Committee of the Clear Creek Education Foundation. Their project evaluation guidelines are included below.

6. The grant applications recommended for funding will be submitted to the Foundation Board of Directors for final approval.

7. All applicants will receive notification of awards in May, prior to the closing of school.

Information you need to know if awarded the grant

1. Grant funds are made available on or around September 1, 2013.
2. Funds will not be made available for consultant fees, seminar registration fees, travel and other related expenses.
3. Awarded funds can ONLY be spent for specific materials requested within the grant.
4. Your campus staff responsible for the books and purchasing will receive an account code with the awarded funds from the Clear Creek Education Foundation from Terri Aragon, Grant Accountant at CCISD, ext. 40203 on or around September 1, 2013.
5. All POs are to be closed by the last day of school, June 4, 2013. Any remaining funds will be returned to CCEF to support future grants.
6. The Foundation loves videos, photographs, and letters from parents and students at any time throughout the year. You can send these at any time to Kaci Harrison, Foundation Executive Director – kharrison@ccisd.net.

Request for Technology Equipment:

CCISD has recently initiated a student mobile technology initiative. TIGS that support and enhance this initiative will be given priority. CCISD is utilizing International Society of Technology in Education Students (ISTE NETS_S) goals as a basis for this initiative. Requests for technology should reference and measure how the TIGS will support/enhance ISTE NETS-S.

Program Samples

Recipients for the 2012-2013 Teacher Innovative Grants can be found on the Clear Creek Education Foundation website, www.clearcreekeeducationfoundation.org.

**Clear Creek Education Foundation
Teacher Innovative Grants (TIGS) Application
Guidelines for Project Evaluation**

Criteria:

1. Goals/Objectives (25%)

Is the need and purpose clearly stated?

Are the stated project goals feasible?

2. Description (20%)

Are the activities/procedures clearly outlined and directly related to the purpose and objectives?

Is the project multi-disciplinary or does it involve only one academic discipline?

Do the activities involve student participation?

3. Originality/Creativity (20%)

Is the project a creative adaptation of a core subject?

Is the project innovative?

4. Evaluation Methods/Criteria (25%)

Are meaningful, measurable criteria used?

Are evaluation methods adequate for skills or knowledge to be measured?

5. Budget (10%)

Does budget meet all specified restrictions?

Is the cost per student reasonable?

Are materials or services available through current or future CCISD resources?


Is partial funding possible?

The following pages are sample screen shots of the required sections for the online grant system. This is provided to assist you in preparing to write your grant(s).

Teacher Innovative Grants

Applications Due by 3/29/2013 [\(Sign Out\)](#)

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 Step saved successfully.

Step 1 of 9: General Information

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Contact Information

* Mandatory Fields

(If this is a team application, list lead teacher information here and others below.)

* Applicant's Name:

Speed Racer

* Email Address:

lzhang@ccisd.net

* School:

Clear Creek High School ▾

Grade(s)/Subject(s) Taught:

12

Home Information

* Street Address:

123 Main Test

* Phone:

8321111234

* City & State:

Houston

Texas ▾

* Postal Code:

77001

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Step 2 of 9: Grant Details

⇨ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Project Information * Mandatory Fields

*** Project Title:**

*** Project Summary:**

Does this grant involve landscaping? Yes No

Does this grant involve technology? Yes No

*** Project Subject Area(s):**

(Subjects must be in core academic curriculum areas only - mathematics, science, social studies, or language arts.)

*** Grade Level(s):**

*** Estimated Number of Students Participating/Affected:**

*** Grant Request \$:**
 (Max is 5000)


Partial Funding Request \$:

Co-Applicants and Grade(s)/Subject(s) Taught:

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Step 3 of 9: Goals/Objectives

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Clearly state the need or problem addressed by this project. Clearly state the expectations.

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Step 4 of 9: Description

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Clearly outline the activities, procedures or action steps, describing student activities and learning involved. Note any innovative and multi-disciplinary aspects.

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Step 5 of 9: Timeline

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Provide a timeline for implementing this project (identify milestones & dates)

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Step 6 of 9: Originality/Creativity

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Describe the originality of this project or its creative aspects.

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Step 7 of 9: Evaluation

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Clearly describe how the project will be evaluated to determine its success. Clearly describe the evaluation method or procedures identifying the skills or knowledge the students are expected to acquire. Please **do not use** standardized tests as a form of evaluation.

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Step 8 of 9: Continuity

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Briefly describe whether this project will continue on your campus after its initial year of funding and would additional funding be required. Please provide any brief explanation if needed.

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Step 9 of 9: Budget Request

⇒ If you have any questions, please call 281-284-0031 or email kharrison@ccisd.net. For technical issues, please submit an IssueTrak or click "Feedback" at the bottom of this page.

Develop a project budget and list specific materials, equipment, outside experts, etc. Estimate cost where not known. Note: Do not include items available from the school or school district. Please enter line items below in the Budget Details section.

Describe if this project can be implemented, or your goals reached, with partial funding. If partial funding can be used, identify the minimum funding level needed to implement this project.

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Budget Details

* Budget Item:

Budget Items

100	\$100.00	X
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* Estimated Cost: (Do NOT include \$)

Total: \$100.00

Total Students: 100 Number provided in Step 2.

Cost per Student: \$1.00

Add Item

Please Note:

Funding will not be knowingly granted for projects that call for purchases of materials or services available from the school district including technology.

Stipends and other salary payments to the applicant are not permitted.

Funds can only be spent for the specific materials requested of the grant awarded.

Funds can not be used for consultant fees, seminar registration fees, travel and other related expenses.

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