Special Innovative Grants (SIG)
Application Period: April 15 – June 15; Selection Made by September 1
Funding provided for 2019-2020 School Year

What is a Special Innovative Grant?
A Special Innovative Grant (SIG) is a large grant amount of up to $50,000 designed to encourage and support innovative teaching and learning on a large scale. A Special Innovative Grant (SIG) is designed to:

- Impact a number of schools and/or a large population of students and positively change the trajectory of school academic performance, student achievement or students' success in life.
- Serve as "seed money" for testing new teaching and learning methods or incubate and grow unproven, but promising practices or ideas.

Administrators, teachers and students can apply for this grant. Examples CCEF has already funded: 2014 - Technology Integration Matrix Videos; 2015 – Makerspaces in all High School Libraries; 2016 – Leader in Me at Falcon Pass Elementary; 2017 – Leader in Me at Armand Bayou Elementary; and 2018 – STAR Lab for Secondary Schools

Award Amount:
As stated above, the SIG award amount is up to $50,000 per request. However, the CCEF Programs Committee will consider a larger grant award for a multi-year project on an exception basis with additional requirements.

CCEF will consider the following:
- New, highly creative and innovative projects that have a positive impact on a number of schools OR a large population of students or ideas that do not have an impact on a number of schools **OR** a large population of students but are highly innovative in student learning and impact on community.
- Project ideas that are not proven, but have a high probability of successfully impacting learning.
- New technology, methods or processes.
- Past successful and highly innovative TIG or STIG grants across the district that have potential for greater impact.
- Highly successful student learning or teaching methods from nationally or internationally recognized leaders in education.
- Workforce Development Initiatives that enable CCISD students to be more prepared for current work force needs, including introducing new skills and projects that partner with external stake holders such as industry (energy, health care, Aerospace, Automotive, agriculture, banking, construction, radio/TV, software, food/beverage, law etc.), academia (universities, research organizations etc.) or community.

CCEF will NOT consider the following:
- Repeat requests for projects already funded by CCEF
- Grant applications meeting TIG or STIG program guidelines
- Projects where materials or services are currently available through CCISD resources (including technology)
- Teacher conferences
- Student fieldtrips
- Continued maintenance or funding of projects (i.e. landscaping or supplies to keep project going)
- Technology initiatives that can be provided by CCISD (i.e. tablets, laptops)

Evaluation Criteria:

GOALS/OBJECTIVES AND DESCRIPTION:

The goals and objectives must be aligned with the CCISD Strategic Plan, the district curriculum, and clearly defined and linked to **student learning and achievement**. The successful grant applicant will:

- State the need and purpose for the grant request.
- Define how the grant will take student learning to the next level.
- State how the grant will drive opportunities for student learning in CCISD.
- Articulate the learning, skills, and behaviors students will achieve because of the grant.
- Develop an implementation timeline that can be accomplished within one school year.

IMPACT, CREATIVITY AND GROWTH:

The grant application should state how the needs of a **large percentage** of students in the school district are met (i.e. multiple schools or an entire student subset). The successful grant applicant will:

- Explain creativity and innovative components that will take student learning to the next level.
- Explain growth potential in terms of collaborating with external stake holders, such as industry, universities, community, etc.
- Provide information if the project could be eligible for external grants.
- Explain how campus tactics and/or district strategies are supported.
- Define student and teacher benefits and growth opportunities.

EVALUATION AND CONTINUITY:

SIG grants will be implemented using a stage gate process used in implementation of large scale projects. Therefore, evaluation and continuity information is required. The following are the stage gate expectations:

- **Stage 1: Application Process** as described above.
- **Stage 2: Evaluation and Selection** will be completed by the CCEF Committee. Successful grant applications will be required to make a formal presentation to the program committee and CCEF Board for final approval. At the time of the presentation a cost estimate within +/-25% of the final grant budget will be required. If the grant is approved, a written agreement between CCEF and grant winner on phased funding strategy will be completed.
- **Stage 3: Project Plan**: The grantee will submit a detailed grant implementation plan, including the cost of the equipment to be procured, engineering and implementation costs, finalized implementation timeline and detailed metrics for documenting progress during stage 4. Cost estimates should be defined at +/-10%.
- **Stage 4: Implementation**: The grantee will be required to provide bi-annual feedback to the CCEF Board on progress, cost and schedule. Depending on the implementation schedule it is likely that funds will be released in stages depending on the project.
- **Stage 5**: **Post Implementation:** The grantee will be required to make a summative presentation outlining results of the grant and a description of how the project will be sustained after implementation without any additional funding.

The successful grant applicant will:

- Provide detailed information on project implementation, evaluation metrics, cost and schedule consistent with the stage gate process for stages 3 - 5. CCEF reserves the right to discontinue funding the project at any time after consulting with the CCISD Superintendent.

BUDGET:

The successful grant applicant will:

- Provide a clear and accurate budget illustrating how CCEF's funds will be utilized to the fullest extent and be a good steward of the donor dollar. Grants are capped at $50,000 unless an exception is requested by CCEF prior to submittal. Funding can be spread over multiple years.
- Include an accurate estimate of the total cost of the project in detail.

Selection Process:

The Special Innovative Grant (SIG) online link will be emailed to all CCISD administrators, principals and teachers. The link and guidelines may also be obtained online on the CCISD Employee Portal or at www.ClearCreekEducationFoundation.org.

Applications will be reviewed, evaluated, and awarded by the Programs Committee of CCEF. See the evaluation section stage gate process, on the previous page, for more details. *An oral presentation will be required by the finalist(s) before the final decision is made by the CCEF Programs Committee.*

Approval Process:

- All applications **must be approved by the direct supervisor and Assistant Superintendent** and will go through an approval process through the system once submitted and before reviewed by CCEF.
- Technology requests will go through an approval process through the Chief Technology Officer once the application is submitted and prior to the supervisor's approval.
- All grant applications must be approved by the Superintendent and will go through an approval process once submitted.

If awarded the grant:

- Grant funds are made available using the stage gate process defined on the previous page.
- Grantees (and/or campus bookkeeper) are expected to attend a grant orientation to guide the grant process.
- All expenditures for materials/supplies must follow district purchasing guidelines and utilize the Purchase Order process. All vendors must be on the District vendor list or vendor must be willing to complete the paperwork to be approved. Please do not plan to order from Amazon.com or other online vendors unless they are approved by CCISD. Reimbursements to grantees are rarely made and must be granted approval prior to purchasing.
- Awarded funds can ONLY be spent for specific materials requested within the grant.
- 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.
- Bi-annual progress reports are required. CCEF loves videos, photographs, and letters from parents and students at any time throughout the year. You can send these at any time to Deborah Laine, Foundation Executive Director – dlaine@ccisd.net. Please make sure parents have signed the media release to allow pictures of students to be used.

Guidelines for Grant Evaluation

1. Goals/Objective and Description
- Are the goals and objectives aligned with the district strategic plan and district curriculum? Have you clearly defined this alignment?
- Does this grant take student learning to the next level? Is this grant incremental or a step change in learning? If so, please explain this process.
- Are the stated project goals feasible? What is the probability of success?
- Is there a direct connection between student needs and goals?
- Are the activities/procedures clearly outlined and directly related to the goals and objectives?
- Is the project multi-disciplinary?
- Does this grant engage outside volunteers (students, parents, community volunteers)?
- Is the timeline for grant execution realistic?
- Does the grant enhance overall academic achievement?

2. Impact, Creativity and Growth
- Does this grant meet the needs of a **large percentage** of students in the school district?
- Has the grant been funded previously? Is this an enhancement of a previous grant? If it is a scale up grant from TIG or STIG then, how is the grant equally innovative and impactful when implemented at a district level?
- If a pilot program, will the grant have an impact on a broader student population?
- Is the grant creative and innovative that will take student learning to the next level?
- Are there opportunities for collaboration with external stake holders – industry, universities, community, etc.
- Are the teacher and student benefits and growth opportunities clear?
- Is the grant a creative adaptation of a core subject?
- Are campus tactics and/or district strategies supported? Have you clearly defined this support?

3. Evaluation/Continuity
- Does the grant include a detailed implementation plan and timeline as required in stage 3?
- Does the grant have metrics to evaluate progress during implementation in stage 4?
- Does the grant have metrics to evaluate success after implementation? Are the stated specific evaluation methods used to measure success other than standardized testing?
- Does the grant have a continuity strategy to keep it going as part of school curriculum without continued support from CCEF?
- Are the metrics meaningful and measurable?
- Are evaluation methods adequate for skills or knowledge to be measured?

4. Budget
- How sound is the cost estimate? What is the probability of the grant meeting the budget requirements?
- Does the cost estimates provide equipment, labor and third party installation costs?
- Is the grant eligible for external partnership and grants?
- Does the 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? Did grant identify how to partially fund?

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).

CCEF Grants Portal

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Sign In

ⓘ Sign out successful.

Username:

Password:

☐ Remember me

Sign In

ⓘ **Important Message**

In order to login to this system, you will need to use the same username and password that you log into Windows with on the CCISD network.

If you receive an access denied error, but you do need access, please click the "Send Feedback" link below and provide your username and your campus/department.

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CCEF Grants Portal for
(Sign Out)

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For current applications in progress, please click 📝 button to continue editing and submit

SIG Grants	Status	Guidlines	Grant Application Link
⇑ Special Innovative Grants (SIGS)	Open Due: 6/15/2019	SIG guidelines	New SIG Application

TIG Grants	Status	Guidlines	Grant Application Link
⇑ Teacher Innovative Grants (TIGS)	Open Due: 1/31/2019	TIG guidelines	New TIG Application

MINI-Grants	Status	Guidlines	Grant Application Link
⇑ Mini-Grants	Open Due: 10/15/2018	Mini-Grant guidelines	New MiniGrant Application

STIG Grants	Status	Guidlines	Grant Application Link
⇑ Student-Teacher Innovative Grants (STIGS)	Open Due: 12/15/2018	STIG guidelines	

SFIG Grants	Status	Guidlines	Grant Application Link
⇑ Science Fair Innovative Grants (SFIGS)	Open Due: 12/31/2018	SFIG guidelines	

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Step 1 of 10: General Information

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

Applicant's Contact Information

Mandatory Fields

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

* Applicant's Name:

* Email Address:

* Title:

Grade(s)/Subject(s) Taught:

* School:

Office Location:

Direct Supervisor's Contact Information

* Direct Supervisor's Name:

* Direct Supervisor's Email Address:

Co-Applicant's Contact Information

Co-Applicant's Name:

Co-Applicant's Email Address:

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ⓘ Last step saved successfully.

Step 2 of 10: Project Details

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

Project Information

* Mandatory Fields

* **Project Title:**

* **Project Summary:**

(Characters available: 250 of 250)

Does this program/project involve landscaping? ⦿ Yes ◯ No

Have you already received proper approval for your landscaping proposal? ⦿ Yes ◯ No
(If not, download Facilities Modification Application here and submit for approval)

Does this program/project involve technology? ⦿ Yes ◯ No   [Please select ▼]

Does a similar project/program exist in any other CCISD campus or elsewhere? ◯ Yes ◯ No ⦿ I do not know

Has this program/project been funded in the past by CCEF or any other sources? ◯ Yes ⦿ No

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

(Characters available: 100 of 100)

* **Grade Level Category:**   * **Grade Level(s):**

[▼]

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

* **Grant Request $:**

(Max is $50,000 and you must provide a detailed budget to match this amount later in the application process.)

Is this a Campus Team Grant or a Multi-Campus Team Grant? ◯ Yes ⦿ No

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Step 3 of 10: Goals/Objectives and Description

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

State the need and purpose of the project. Define how the grant will take student learning to the next level. State how the grant will drive opportunities for student learning in CCISD. Articulate the learning, skills, and behaviors students will accomplish because of the grant:

(Characters available: 3500 of 3500)

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Step 4 of 10: Timeline

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

Develop an implementation timeline that can be accomplished within one school year (identify milestones and dates):

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Step 5 of 10: Impact

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

Will this grant impact multiple schools? ⦿ Yes ○ No

If yes, list the schools and how they will be impacted:

[text box]

(Characters available: 247 of 250)

Does this grant support district and campus goals? ⦿ Yes ○ No

Explain how campus tactics and/or district strategies are supported:

[text box]

(Characters available: 247 of 250)

Which Superintendent Target or Targets does this impact? (select all that apply)
☐ I. We will inspire learning through an array of personalized opportunities and experiences.
☐ II. We will provide support to meet the needs and asprirations of each student.
☐ III. We will ensure safe and nurturing learning environments.
☐ IV. We will ensure each student understands and is prepared to assume his or her role as a productive citizen.
☐ V. We will broaden and strengthen connections within our communities.
☐ VI. We will ensure mutual understanding and support through effective communication.
☐ VII. We will build capacity for organizational change.

Does this engage outside volunteers(students, parents, community members)? ⦿ Yes ○ No

Please Specify:

[text box]

(Characters available: 250 of 250)

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Step 6 of 10: Student/Teacher Benefits and Growth

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

What are the direct student benefits and growth opportunities?

(Characters available: 500 of 500)

What are the direct teacher benefits and growth opportunities?

(Characters available: 500 of 500)

Explain growth potential in terms of collaborating with external stake holders, such as industry, universities, community, etc:

(Characters available: 500 of 500)

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Step 7 of 10: Creativity

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

Explain the creativity components that will take student learning to the next level:

(Characters available: 2000 of 2000)

Will this grant help develop students for the workforce? ⦿ Yes ◯ No

Please Specify:

(Characters available: 500 of 500)

How is this grant innovative?

(Characters available: 250 of 250)

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Step 8 of 10: Evaluation

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

Provide detailed information on project implementation, evaluation metrics, cost and schedule consistent with the stage gate process for stages 3 - 5 **outlined in the guidelines:**

(Characters available: 2500 of 2500)

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Step 9 of 10: Continuity

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

Will this project be sustainable for future years? ⦿ Yes ○ No

Please explain how and how long will this project be sustainable for future years?

(Characters available: 2000 of 2000)

Can this project be replicated? ⦿ Yes ○ No

Does it have the potential to be adopted as a best practice in other classrooms/schools? ⦿ Yes ○ No

If yes, Please explain if these plans are already in place for expansion:

(Characters available: 2000 of 2000)

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apps.ccisd.net says

For the question: Is this a CCISD Vendor? You selected: No. In order for
the grant application to be approved, please review the guidelines and
ensure that CCISD purchasing requirements are met.

OK

Step 10 of 10: Budget Request

⇨ If you have any questions, please call 281-284-0031 or email dlaine@ccisd.net. For technical issues, please submit an Eduphoria
   ticket 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. Failure to complete a detailed budget item list will result in an incomplete
proposal that will not be considered.

Please Note:

Funding will not be 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 cannot be used for consultant fees, seminar
registration fees, travel and other related expenses. Funds can only be spent for the specific materials requested of the grant awarded.

Budget Detail

*Item to be Purchased:	*Quantity:	*Total Cost: (Do NOT include $)
Budget Category:	*Purpose:	Anticipated Vendor:
(i.e. books, supplies, equipment, software)	(i.e. to build fine motor skills)	

Is this a CCISD Vendor? ○ Yes ● No   Can Item(s) be Reused? ○ Yes ● No

Add Budget Item

Budget Items (You may also delete an item by selecting "X" and re-add if any updates are required)

Item to be Purchased	Budget Category	Total Cost	Purpose	Qty.	Anticipated Vendor	CCISD Vendor?	Can be Reused?	Delete
pencils	supplies	$23.00	coloring	250	ABC	False	False	✗

Total per Budget: $23.00
Total Students: 12 Number provided in PROJECT INFORMATION.
Student Cost per Budget: $1.92

**Please note: Budget Presented must be more than or
equal to the grant request.**

Grant Request: $1,111.00
Student Cost per Grant Request: $92.58
Total Budget does not add to the Grant Request $1,111.00 specified in the application. Please add more items or go back and update
the grant request amount.

Is partial funding possible? ● Yes ○ No

Partial Amount Requested: 1000

How will this grant change with less funding?

(Characters available: 500 of 500)

Will additional funding be needed to sustain project? ⦿ Yes ○ No
Please explain further with the reason and plan:

(Characters available: 2000 of 2000)

Are the requested materials or services available through current or future CCISD resources? ⦿ Yes ○ No
It is very unlikely this application would be approved since the resources will be available through CCISD. It is advised not to submit this application now until further evaluation.
If yes, please justify why you are requesting them?

(Characters available: 500 of 500)

Does budget meet all specified restrictions per district and grant guidelines? ⦿ Yes ○ No

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Review

⚠ Please review your application below and click "Previous" below to make any necessary changes.
To submit your grant application, click "Finish" on the bottom of this page and you will not be able to make any additional modifications.
Please print this page for your records.

Previous   **Finish**

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ⓘ Last step saved successfully.

Your application has been successfully submitted for review.

We noticed your project requires landscaping. Please download the Facilities Modification Application form and submit for approval. Thanks!

Return to My Applications