



EDUCATOR GRANT APPLICATION

Guidelines and Procedures

2023-2024

Purpose:

The Montgomery ISD Education Foundation's Educator Grants program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches that will enhance the education of our students.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Montgomery ISD may apply for a grant from the Montgomery ISD Education Foundation.

Award of Funds:

Grants will be awarded to individual educator-initiated programs or projects. Grants will also be awarded to campus teams, departments, and district-initiated programs or projects.

Due Date: Friday, December 8, 2023

Selection Criteria

Selection of programs or projects for grant awards will be based on the following criteria:

- The proposal represents a creative or innovative approach to the accomplishment of objectives to improve/enrich learning.
- The proposal fits with campus and district improvement plans.
- Sound evaluation procedures tied to student performance are incorporated in the proposal.
- The proposal is clear and logical.
- The project should be:
 - Designed to improve/enrich learning
 - Practical
 - Innovative
 - Within the scope of approved curriculum guidelines

Selection Process

1. Application forms can be found on the Montgomery ISD Education Foundation website located at <https://montgomeryisdef.org>
2. Educator initiated applications must be reviewed and signed by the principal from each campus represented. Please scan and upload the completed signature form with the application.
3. The Grant Selection Committee will meet to review all applications. The grant committee may contact the teacher/grant writer for clarification of the grant request.
4. Each grant application will be evaluated. The committee will recommend grants to be funded to the MISDEF Board of Directors in summary form for review and formal approval.
5. Applications are due by Friday, December 8, 2023.
6. Applicants will be notified of decisions and projects will be funded in January of 2024.
7. All funds must be encumbered & spent by Friday, March 8, 2024. If there are any extension requests, please email Tiffany Ortiz (Tiffany@montgomeryisdef.org) and Michelle Jilek (Michelle.Jilek@misd.org).

Responsibilities of Grant Recipients:

1. Use the awards for the purpose(s) intended.
2. Prepare a summary report (complete with photo(s)) and final evaluation of the project/program for the Montgomery ISD Education Foundation Board of Directors by May 24, 2024. Those who do not submit a report will not be eligible for a grant the following year.
3. Agree to share successful procedures in staff development sessions.
4. Notify the Montgomery ISD Education Foundation if leaving the school district. The Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded will remain at the original grade level or campus.

Budget:

- Please be as specific as possible when completing the budget portion. For example: if you are requesting funding for a set of classroom books, please list the titles of each book.
- Include shipping and handling costs.
- Make sure the total cost on the budget page equals the amount of funding requested on the first page of the grant application.

Important:

1. MISD Financial Purchasing Procedures are in effect for all MISDEF Purchases. If you have questions or need assistance, please contact Michelle Jilek, Purchasing Specialist, at 936-276-2049 or email Michelle.Jilek@misd.org
2. Please note the Education Foundation does not fund:
 - a. Requests for food
 - b. Typical grade level field trips
 - c. Facility improvements
 - d. Salaries
3. Materials purchased through the funding of grants by the Montgomery ISD Education Foundation are the property of Montgomery ISD.

For any questions, please contact Montgomery ISD Education Foundation Executive Director, Tiffany Ortiz, at Tiffany@montgomeryisdef.org.