

Technology Grant Award Selection Process

APPLICATION PROCESSING

- Applications must be submitted in paper form by the deadline. They may be submitted by mail or hand delivery. Electronic submissions are not acceptable.
- Receipt of hand delivered submissions are documented on a registry with signatures from the grant application carrier and ESC Region 12 representative
- Upon receipt, each application is recorded on a master list, assigned an ID number and reviewed to verify that the application is complete and meets submission requirements

REVIEW PROCESS

- A volunteer committee comprised of foundation board members and education specialists conduct a blind review of the grant applications
- Applications are scored using an [objective matrix](#). Each application can earn up to 100 points. Questions and eligible points are broken down as follows:
 - Rationale - 10 pts
 - Alignment with Campus/District Plan - 10 pts
 - Objectives: 20 pts
 - Staff Buy-In/Training Strategy: 5 pts
 - Student/Staff benefit: 10 pts
 - Innovative/Creative: 10 pts
 - Sustainability: 5 pts
 - Evaluation Plan: 15 pts
 - Implementation Plan/Timeline: 10 pts
 - Budget: 5 pts
- The scoring matrix is made available to all applicants
- A free webinar workshop is provided to help ensure that applicants have access to support through out the funding application process

The blind review process is twofold:

1. During the first review session, all applications will be reviewed and scored by two individuals.
2. During the second session, applications that score in the top 20% are reviewed and scored by another team of reviewers.
 - a. Scores from the first and second reviews are averaged
 - b. The top averages are used for final consideration of grant awards
 - c. If the top applicants include multiple proposals from the same district or charter school, the committee will consider selecting multiple awards. The maximum dollar amount awarded to a district or charter school in one fiscal year is \$10,000.
 - d. When making funding decisions, the committee will also take into consideration:
 - i. The total allocations budget related to the total funds needed for proposals that merit funding. The committee may recommend exceeding the board approved allocations budget when applications merit this exception. The foundation board has final decision-making authority over allocations.

- ii. Opportunities to choose grants that represent different size schools, different campus levels, student populations and geographic areas of the region. Applications in this group that merit funding may be recommended to the board for review and approval of award disbursement.

APPLICATION FEEDBACK/NOTIFICATION

- To maintain a fair and equitable application process, copies of completed applications are not shared with other current, past or future applicants
- Regardless of the score or funding outcome of a grant proposal, reviewer feedback is not automatically provided to the applicant. If an applicant requests access to proposal feedback, we will share a copy upon request. Reviewers may or may not choose to provide written feedback in addition to a numeric score.
- Once all winners are notified, all other applicants will receive notice via email that their application was not chosen for an award. All applicants are encouraged to seek additional resources for their projects.

For additional questions, please see the contact on this webpage.