

# **ESC Region 12 Technology Foundation Instructional Technology Grant Application**

## **Purpose:**

Instructional technology grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches through the use of technology. The ESC Region 12 Technology Foundation is offering teachers and administrators within its service area the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals and initiatives of your Campus Improvement Plan and/or District Improvement Plan.

## **Persons Eligible to Apply for Grants:**

Individuals or teams of individuals employed by a school district or charter school served by ESC Region 12 who are involved in the instruction of students or related support services benefiting students are eligible to apply.

## **Eligible Proposals:**

- Instructional approaches or projects must be designed to begin in the next school year and must meet the selection criteria.
- Grants fund eligible instructional and classroom equipment or activities which support higher levels of student academic achievement through technology
- Classroom materials, equipment or any activity or material which supports higher levels

## **Award of Funds:**

- Grants of up to \$5,000 will be awarded to individual teacher initiated programs or projects.
- Grants of up to \$10,000 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from the ESC Region 12 Technology Foundation.
- Although only special cases will be considered, applicants may request an exemption in order to receive more than the allowed maximum per grant. Careful consideration will be given to your petition to receive additional funding. Please submit an additional page to your application in order to justify your request for additional funding.

## **Application Deadline:**

Proposals must be received in hand by the ESC Region 12 Technology Foundation Office by **4:00 p.m., Friday, January 25, 2019**. Late applications will not be accepted.

## **Selection Criteria:**

- The degree to which the proposal supports the Campus Improvement Plan and/or the District Improvement Plan is specifically designed to address an area of need substantiated by data
- The degree to which student academic performance is emphasized
- The degree to which sound evaluation procedures are incorporated in the proposal
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives
- The degree to which the proposal is clear and logical, including specific objectives, clarity of description of instructional approach, methods or treatments, and correspondence among evaluative procedures, objectives and treatments
- The degree to which the project is sustainable following the depletion of grant funds.

**Application Guidelines:**

1. Teacher initiated applications must be reviewed and signed by the principal and by the technology/media coordinator.
2. All applications must be signed by the superintendent.
3. Signed applications are due to the ESC Region 12 Technology Foundation Office no later than the 4 p.m. deadline.
4. Applicants should submit one original application and one (1) copy with the appropriate signatures. Original signatures need only be placed on the original application. All copies must be one-sided only.
5. Application forms may be obtained at [www.esc12.net/tech](http://www.esc12.net/tech)
6. Do not exceed the word count limit for each response.
7. Submit application only (Do not include directions/guidelines.)
8. A Technology Foundation Application Scoring Guide is available for your reference at [www.esc12.net/tech](http://www.esc12.net/tech)
9. Electronic applications will not be accepted.
- 10. If multiple project grant applications are being submitted by your school or campus, please submit each application in separate envelopes (not folders).**
11. For tips, resources & training on grant applications, visit [www.esc12.net/tech](http://www.esc12.net/tech)
12. Questions? Please contact Jennifer Marshall-Higgins at [jhiggins@esc12.net](mailto:jhiggins@esc12.net) | 254.297.1198

**PLEASE NOTE:** We strongly recommend referring to the rubric/scoring matrix During the application process.

**Disqualification Notice:**

1. Do not identify a school, campus, mascot, city or individual name that would identify a school, campus, etc. applications who do not adhere to this guideline will be disqualified.
2. Signed applications received later than 4 p.m., will not be accepted.

**Selection Process:**

1. Blind review by a select volunteer team of educators and community leaders.
2. Grants evaluated using an objective rubric/scoring matrix-[www.esc12.net/tech](http://www.esc12.net/tech)

**Awards Notification:**

Applicants will be notified in early April.

**Thank you for applying and adhering to the above guidelines!  
We look forward to receiving your application.**

ESC Region 12  
2101 W. Loop 340  
Waco, TX 76712  
[www.esc12.net/tech](http://www.esc12.net/tech)

**COVER PAGE**  
**ESC Region 12 Technology Foundation**  
**Instructional Technology Grant Application**

<b>APPLICANT INFORMATION</b>
Submitted By:
Title(s):
Name of Chairman of Project:
School District/Charter:
Campus:
Phone:
Email Address:
<b>PROPOSED PROJECT SUMMARY</b>
Title of Proposed Project:
Brief Project Description:
Number of Students to be Served:
Grade Levels to be Served:
Subject(s):
Number of Staff to be Served:
Is this request for a new item or a replacement item?
Anticipated Date of Implementation:
Anticipated Date of Completion:
Anticipated Evaluation Date:
<b>BUDGET SUMMARY</b>
Total Project Budget: \$
Total Dollar Amount Requested: \$
Percentage of Requested Funds to Total Project Budget:
Funding From Other Sources: \$

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Technology Dir./Media Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send original application plus 1 (one) copy with the appropriate signatures to:**

**ESC Region 12 Technology Foundation  
P.O. Box 23409  
Waco, Texas 76702-3409**

<i>(For Internal Use Only)</i>
Date _____
Received by _____

**DO NOT FAX OR EMAIL. Electronic applications will not be accepted. Hand-delivered applications may be submitted to the Registration Desk near the flagpole entrance at 2101 W. Loop 340, Waco, TX 76712.**

**ESC Region 12 Technology Foundation  
Instructional Technology Grant Application**

**NOTE: Cover sheets will be removed prior to application review. All proposals are reviewed anonymously. Do NOT include staff names in the application.**

<b>PROJECT SUMMARY</b>
Title of Proposed Project:
Number of Students to be Served:
Grade Levels to be Served:
Subject(s):
Number of Staff to be Served:
Is this request for a new item or a replacement item?
<b>PROJECT TIMELINE SUMMARY</b>
Anticipated Date of Implementation:
Anticipated Date of Completion:
Anticipated Evaluation Date:
<b>BUDGET SUMMARY</b>
Total Project Budget: \$
Total Dollar Amount Requested: \$
Percentage of Requested Funds to Total Project Budget:
Funding From Other Sources: \$



4. What is the implementation plan and projected timeline for the project? (No more than 100 words) **(10 points)**

5. Describe how students and staff will benefit from the project? (No more than 75 words) **(15 points)**

6. Describe how this project is innovative, creative or unique. (No more than 75 words) **(10 points)**

7. Will this project continue once grant funds have been expended? If yes, what is the plan for sustainability? If no, why will the project be terminated? (No more than 50 words) **(5 points)**
  
8. How will you evaluate whether your objectives have been achieved? (A written project evaluation IS REQUIRED at the completion of the project.) (No more than 50 words) **(15 points)**
  
9. Detail the budget for requested project funds in order of priority. Applications with incomplete budget detail will be disqualified. Include specific information, such as what materials and equipment will be needed, sources of supply, cost (including transportation, training, shipping/handling, etc.) List separately any additional materials that may be required to implement this project.

***NOTE:** If this project is approved, receipts of all expenditures and proof of payment must be attached to a written final evaluation and sent to the ESC Region 12 Technology Foundation upon completion of the project. Actual quotes obtained do not need to be attached. (5 points)*

QUANTITY	ITEM	COST OF ITEM	SUPPLIER	BUDGET AMOUNT
<b>GRAND TOTAL</b>				<b>\$</b>