



2024-25 Grant Application Guidelines

Please read carefully to fully understand guidelines and expectations. Only grant requests for instructional projects that align with GCISD's Balanced Scorecard will be considered. The number of grants and amounts awarded will depend upon available funds.

Star Grants (campus-generated with maximum award per grant of \$7,500 per campus; \$5,000 per department/grade-level; \$2,500 per classroom/teacher) provide funds to support educational needs of students, support or enhance existing programs or current District Initiatives, or pilot a new program. Examples of funding may include, but are not limited to, the following:

- Student Enrichment
- Career and Technology
- Supplies and Equipment
- Other campus or classroom needs

Project Eligibility:

- The identified need must complement GCISD's Mission, Balanced Scorecard, and be aligned with the District's curricular goals.
- The grant project must have a designated time frame for completion.
- The grant project must have measurable objectives.
- Funds **may not** replace normal funding from tax-based sources, i.e. district operating budget, State or Federal funding. **Those sources should be investigated prior to applying for the grant.**
- The proposal must describe how the success of the project will be evaluated.
- The GCEF will not fund subscription services or continuing education requests.

Applicant Eligibility:

- Grant funds are limited to Grapevine-Colleyville ISD certified employees.
- In the case of a Department/Campus/District proposal, a Project Director **must** be designated to assume overall administrative responsibility for the grant project, and all related correspondence will be so directed.
- Grant funds will be awarded for projects that directly benefit academic achievement.

Application Requirements:

To be considered for funding, the application must:

- Be submitted electronically on the Google Form.
- Be complete.
- Be grammatically correct and free of spelling errors
- Not contain acronyms and educational jargon that are not explained in laymen's terms.
- Describe some measurable method to evaluate the success of the project.
- Must be approved by the Principal.

Application Deadline:

Grant applications will be ***due by midnight on September 23, 2024*** using the 2024-25 Grant Application Online Google Form. Submission date and time will be determined by the Google Form timestamp. Link is available on the Grapevine-Colleyville Education Foundation's website on the home page. (www.GCEdFoundation.org)



Application Review Process:

- The application review process will be managed by the GCEF staff with oversight from the GCEF Board's Vice-President of Grants & Scholarships.
- All applications will be pre-screened by Foundation staff, GCISD Curriculum & Instruction and CTE to ensure alignment with GCISD's strategic plans.
- Any applications with technology-related requests (either hardware or software) will be pre-screened by GCISD Technology Department to ensure integration with existing technologies.
- Applications meeting the above criteria will be distributed to members of GCEF's Grant Review Committee (comprised of GCEF Board members and community volunteers) for their individual in-depth review against a scoring rubric.
- The Grant Review Committee, chaired by GCEF's Vice-President of Grants & Scholarships, will meet to discuss and evaluate each grant competitively.
- Award decisions will be subject to available funding, as budgeted and approved by GCEF's Board of Directors.
- Projects will be judged based on their potential to positively impact instruction, academic achievement and/or other student support needs.

Notification of Recipients:

Recipients will be notified by email from GCEF staff.

Date for Awarding Funds:

- Funds for approved grants will be available in January 2025.
- Funds will be deposited with GCISD Financial Services in an account for each recipient.
- Funds must be spent or encumbered by April 30, 2026.
- ***Any unexpended funds will revert to the Foundation after the conclusion of the grant project.***

Recipient Requirements:

- ***Recipients must adhere to all GCISD financial guidelines and policies.***
- ***Any budget change, including amount approved or type of expenditure, must be submitted to GCEF staff for approval.***
- Recipients will be required to provide a final evaluation summary report and a financial report at the conclusion of the grant project.
- Recipients may be asked to attend a GCEF Board of Directors meeting or a GCISD Board of Trustees meeting to discuss their grant projects.
- ***Products/equipment purchased with grant funds become the property of GCISD.***

Further questions regarding the 2024-25 grant process may be addressed to:
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