

# *Humble ISD Education Foundation*



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## **Frequently Asked Questions About the Innovative Education Grants Program**

### **1. What types of projects will the Foundation fund through this program?**

The purpose of this program is to fund innovative and creative educational projects that impact student achievement. The Foundation is not interested in funding projects that have been in existence for many years but are now being cut due to budget constraints. Instead, they want to give teachers the opportunity to try new and exciting instructional tools.

### **2. What types of expenses will the Foundation not fund?**

The Foundation does not fund stipends, salaries or travel expenses. However, the Foundation does fund conference or workshop registration. See question 13.

### **3. Will the judges who read my application know what school I work at?**

No. All applications are judged through a blind-review process. The first page of the application, the signature page, is removed before being given to the judges to be read. Therefore, we ask that you do NOT mention your name or your school name anywhere in your application after the signature page. We want every application to be judged on the merit of the proposed project.

### **4. Can I request technology that is not currently approved by our district's Acquisition Review Committee?**

In supporting innovation and creativity, we encourage educators to seek out cutting-edge technology that is proven to impact student achievement. We recognize that if the technology is new, it might not yet be on the district's approved list. You can still request this technology in a Foundation grant.

# *Humble ISD Education Foundation*

However, you should know that just because you are awarded the funds does not mean you can purchase the technology until all district procedures are followed. Therefore, we highly encourage you to begin the procedures of requesting the ARC to review this technology as soon as you have submitted your grant application. If you are awarded grants funds, but ARC does not approve the technology, the funds will be returned to the Foundation.

## **5. I applied for a Foundation grant last year and wasn't awarded a grant. What can I do to ensure my chances of being successful this time?**

First of all, good for you for not giving up! 92% of the applicants that don't receive a grant from the Foundation on their first try, receive a grant on their second try. The difference is seeking feedback on your first proposal. Call [Jerri Monbaron](#), the district's Competitive Grants Coordinator (281.641.8143) and she can pull the judges' review sheets for your previous application. She can help you to either rework your first application or give you guidance on designing a new project that is in alignment with the Foundation's priorities.

## **6. What exactly is a workplan?**

A workplan lists out all of the steps necessary to complete your project. For example, if your project is to host a student art exhibition at Deerbrook Mall, your first step might be to meet with the Deerbrook Mall manager to agree on a time period the student work could be on display. Another step would be to purchase the supplies needed for the art. Another step would be to begin a six-week instructional unit on watercolor painting with your fifth grade students. Another step might be to take a field trip to the Museum of Fine Arts to see some masterpiece watercolor paintings. The important aspect of the workplan is that you are showing the reviewer that you have thought out all of the steps necessary for your project to be successful. This was not a last minute, late night idea you had, but you have developed a well-defined plan.

## **7. I would like to purchase some books for my classroom library. Do I have to list every title that I want to purchase?**

Yes, it is important to take the time to list out exactly how you intend to spend the grantor's money. Of course, the Foundation understands that there might be slight changes once the purchase is actually made, but go through the effort of giving the reviewer an idea of what books you intend to purchase with the funds requested.

# *Humble ISD Education Foundation*

- 8. Oops, I forgot to include shipping and handling in my application budget and now I need another \$200 to complete my order! Can I go back and ask for the Foundation for more money?**

**This is definitely a difficult place to be in! Because the Foundation awards all of the money it raises every May, we often don't have the extra money to handle situations like this. Therefore, we remind all applicants in our application to include shipping and handling costs in their budget. Future applicants: learn from this – don't forget to add shipping and handling costs!**

- 9. Can I use the TAKS test as a measure of success for project?**

**We don't encourage applicants to use any type of standardized testing as a measure of success. There are many aspects of learning that are being measured in standardized testing and it is very difficult to determine the degree of impact your project had on the test score. Therefore, we encourage you to find other means of measurement such as a pre and post project measurement, rubric, student survey, or peer evaluation.**

- 10. What are some ways that I can recognize the Humble ISD Education Foundation as the financial supporter of my project?**

**We are glad you asked! You can send a letter home to your students' parents announcing your grant award and explaining what wonderful opportunities will be afforded to their children (or future students) because of this grant and the Foundation. You can write an article for your campus newsletter throughout the school year, updating your community on the progress of your grant project. Submit a press release to your local newspaper. Tell your friends and neighbors. Put stickers on any non-consumable supplies purchased with grant funds that say "Purchased by the Humble ISD Education Foundation". In all communication, we would encourage you to include our website [www.humbleisd.foundation.org](http://www.humbleisd.foundation.org) . The more you can get our name out there, the easier it will be to raise money, then the more money we can give out in grants to teachers like you!**

# *Humble ISD Education Foundation*

## **11. Can I print my application on both sides of the paper?**

**Yes! We too want to save paper so feel free to double-side print your application.**

## **12. I'm confused about how many copies of what pages to submit.**

**Essentially, we need four copies of your proposal. One for our records and then one for each of the 3 reviewers who will be reading your proposal. Because this is a blind-review (reviewers will not know your name or school name), we do not need the signature page (page 1) on three copies given to the reviewer – just on the one copy for our records.**

## **13. Does the Foundation support staff development projects?**

**The Foundation will consider requests for staff development activities (attending workshops, trainings, conferences, bringing in a consultant), but only when these activities represent one component of a well-planned project, integrated with other activities that directly impact students. The Foundation will not fund travel-related costs such as lodging, per diem, airfare or mileage reimbursement.**