

2017 Innovative Education (IE) Grants Program

Humble ISD Education Foundation

INSTRUCTIONS

General Instructions

- All applications must be submitted via this online system. No paper grants will be accepted for the 2017 round of funding.
- Do not include identifying information in your narrative sections of the grant (campus name, newsletter, proper names of staff)
- Adhere to the deadline for submission of applications, which is 11:59 PM on Friday, February 24, 2017. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- Attachments to your application can be accepted (i.e. artwork, book), but they must not exceed size limits.
- All funding requests must utilize the approved vendors list.
- The minimum funding level is \$250 per proposal. In order to allow as much flexibility as possible in meeting your needs, we have not set a maximum proposal amount.

Allowable Costs/ Activities

- The Foundation's focus for funding is for materials, supplies, and equipment. The Foundation does not fund salaries and stipends.
- The Foundation will consider requests for field trip and equipment purchases, but not when these are an end to themselves. Such expenditures should be just one component of a well-planned project, integrated with curriculum materials and activities.
- The Foundation will consider requests for staff development activities (registration fees to attend workshops, training, conferences, or 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.
- Be sure to include shipping and handling costs - use actual costs or estimates. Additional funds will not be awarded after the fact.

Technology Request Instructions

- If your project involves adding technology through the purchase of hardware or software, you are strongly encouraged to talk with Purchasing to see if the technology has been approved.
- If software being requested has not been approved, then you must contact your Academics Coordinator to begin this approval process.
- If the technology has not been reviewed yet by the ARC, you may still request it in your application, but if your project is awarded a grant, the funds cannot be spent until the technology is approved by the ARC.
- If the technology is not approved by ARC, the money will be returned to the Foundation.
- Additionally, if the request is for networked software, there will be a district testing and acceptance process before it can be implemented.

Supplemental Curriculum Instructions

- If your project involves adding or supplementing curriculum or the materials you are requesting are for RTI, you are required to receive prior approval from the appropriate Academic Coordinator before submitting your proposal to the Foundation.
- Please allow a sufficient amount of time for the Academic Coordinators to review your application before you submit your application by the deadline.

Campus Information

Humble ISD School Campus Name*

Select the name of your Humble ISD school campus (ex: Atascocita High) from the drop down list.

Choices

Atascocita High
Atascocita Middle
Atascocita Springs Elementary
Bear Branch Elementary
CATE Center
Cambridge School
Community Learning Center
Creekwood Middle
Deerwood Elementary
Eagle Springs Elementary
Elementary #28
Elm Grove Elementary
Fall Creek Elementary
Foster Elementary
Greentree Elementary
Hidden Hollow Elementary
Humble Elementary
Humble High
Humble Middle
Jack Fields Elementary
Kingwood High
Kingwood Middle
Kingwood Park High
Lakeland Elementary
Lakeshore Elementary
Maplebrook Elementary
North Belt Elementary
Oak Forest Elementary
Oaks Elementary
Park Lakes Elementary
Pine Forest Elementary
Quest Early College High

Ridge Creek Elementary
River Pines Elementary
Riverwood Middle
Ross Sterling Middle
Shadow Forest Elementary
Summer Creek High
Summerwood Elementary
Timbers Elementary
Timberwood Middle
Whispering Pines Elementary
Willow Creek Elementary
Woodcreek Middle
Woodland Hills Elementary

Humble ISD School Campus Nickname*

Select the applicable Humble ISD campus nickname (Ex: AHS) from the drop down list. This nickname must match the campus name selected in the proceeding question.

Choices

#28
AHS
AMS
ASE
BBE
CAM
CATE
CLC
CMS
DWE
EGE
ESE
FCE
FE
GTE
HE
HHE
HHS
HMS
ISC
JFE
KHS
KMS
KPHS
LLE
LSE
MBE
NBE
OE
OFE

PFE
PLE
QECHS
RCE
RMS
RPE
SCHS
SFE
SMS
SWE
TE
TMS
WCE
WHS
WMS
WPE

Non-School Applicants

Type in the name of your department.

Character Limit: 100

Non-School Applicant Location*

Select the location of your department, if applicable.

Choices

Administration Building
Child Nutrition
Instructional Support Center
Police Department
Transportation
Warehouse
Other
N/A (not applicable)

Non-School Applicant Location - Other

If you selected "other" as your location in the question proceeding, please type in the name of your building and address.

Character Limit: 250

Principal or Department Director's First Name*

Type in the first name of the campus principal (not assistant or associate principal) or department director.

Character Limit: 20

Principal or Department Director's Last Name*

Type in the last name of the campus principal (not assistant or associate principal) or department director.

Character Limit: 25

Principal or Department Director Approval*

My principal (not assistant or associate principal) or department director is aware of this IE grant application and will certify that funding this project will be a good use of funds for our school or department.

Choices

Yes

No

Collaborating Campus*

Will this application include collaboration from multiple campuses or departments?

Choices

Yes

No

Other Collaborating Campuses

Select additional collaborating campuses that will be responsible for managing, implementing, and or coordinating aspects of the project activities. You may select more than one.

Choices

#28

AHS

AMS

ASE

BBE

CAM

CATE

CLC

CMS

DWE

EGE

ESE

FCE

FE

GTE

HE

HHE

HHS

HMS

JFE

KHS

KMS

KPHS

LLE

LSE

MBE

NBE

OE
OFE
PFE
PLE
QECHS
RCE
RMS
RPE
SCHS
SFE
SMS
SWE
TE
TMS
WCE
WHS
WMS
WPE

Collaborating Campus #1:

Type in the collaborating campus nickname (Ex: AHS), contact's first and last name, Google G Suite email address, and Humble ISD phone number.

Character Limit: 250

Collaborating Campus #2:

Type in the collaborating campus nickname (Ex: AHS), contact's first and last name, Google G Suite email address, and Humble ISD phone number.

Character Limit: 250

Collaborating Campus #3:

Type in the collaborating campus nickname (Ex: AHS), contact's first and last name, Google G Suite email address, and Humble ISD phone number.

Character Limit: 250

Collaborating Campus #4:

Type in the collaborating campus nickname (Ex: AHS), contact's first and last name, Google G Suite email address, and Humble ISD phone number.

Character Limit: 250

Collaborating Campus #5:

Type in the collaborating campus nickname (Ex: AHS), contact's first and last name, Google G Suite email address, and Humble ISD phone number.

Character Limit: 250

Project Information

Project #:^{*}

Character Limit: 8

Project Title^{*}

Include the title of your project.

Character Limit: 100

Amount Requested^{*}

Type in the amount of funds being requested. Whole numbers only. Do not include cents.

Character Limit: 20

Partial Amount Request

If a partial award can be accepted, what is this amount? Do not include cents.

Character Limit: 20

Technology Request^{*}

Does any part of this project request technology that, per the instructions, must be cleared through the approval process?

Choices

Yes

No

Supplemental Curriculum Request^{*}

Does any part of this project request involve adding/supplementing curriculum or RtI materials that, per the instructions, must be cleared through the approval process?

Choices

Yes

No

Project Campus Level^{*}

What is (are) the campus level(s) where the project will take place?

Choices

Elementary

Middle

High

Grades Impacted^{*}

Check off the grade levels that will be impacted by this project.

Choices

Pre-Kindergarten

Kindergarten

1st

- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Activity Type*

Select the activity type that best describes this project.

Choices

- Student Development
- Staff Development

Summer Project*

Is this a project to be implemented only in the summer (2017)?

Choices

- Yes
- No

Estimate of Student Impact*

What is the estimated number of students this project will impact during the project period.

Character Limit: 6

Primary Content Area*

What is the primary content area that most accurately defines your project?

Choices

- Advanced Academics
- Athletics / PE / Health
- Before / After School Activities
- Bilingual/ESL
- CTE
- College- Career Readiness
- Counseling / Affective Education
- English/Language Arts
- Fine Arts
- Library
- Literacy (including Financial)
- Mathematics
- Parent Engagement
- Pre-Kindergarten
- Professional Dev.

STEM
Science
Social Studies/Economics
Special Education
Student Training
Tech. – Hardware
Tech. – Software
World Languages

Secondary Content Area*

What is the secondary content area that most accurately defines your project?

Choices

Advanced Academics
Athletics / PE / Health
Before / After School Activities
Bilingual/ESL
CTE
College- Career Readiness
Counseling / Affective Education
English/Language Arts
Fine Arts
Library
Literacy (including Financial)
Mathematics
Parent Engagement
Pre-Kindergarten
Professional Dev.
STEM
Science
Social Studies/Economics
Special Education
Student Training
Tech. – Hardware
Tech. – Software
World Languages

Previously Funded Project*

Has this project been funded and implemented before?

Choices

Yes
No

Previously Funded Project Summary

If you checked "yes, this project has been funded and implemented before," briefly explain the project's impact below?

Character Limit: 100

Project Summary*

Describe your project in 3 to 4 sentences. If your grant request is funded, this brief description will be placed on the foundation's website and be used in press releases to the media.

Character Limit: 500

Project Description

Statement of Need*

Provide a thorough description of the needs this project will address. Be sure to use any demographic, academic, survey, or historical data to support the issue at hand and why it needs to be addressed at this time. Also, include the target population, number of beneficiaries, and a clear picture of how things at the present state are in need of change.

Character Limit: 5000

Project Design*

Now that you have identified the need, tell us how you plan to solve the need. Describe your project in thorough detail. The following questions are included to spark your thinking, but should be addressed narratively and not answered directly as listed. (What will your project do to impact student learning? What activities do you plan to implement with grant funds? Where will activities happen? How many students? Specifically, how will your project improve, advance or enrich student learning? How does this project support the district's mission of personalizing learning and/or your campus plan? Include research as support for why you want to implement this project.)

Character Limit: 5000

Communication Plan*

In this section, the applicant must explain how they will communicate the project activities to campus, district, foundation, and other constituents regarding events, progress, etc. Applicant must address how, if funded, they will communicate how the Humble ISD Education Foundation supported the project. This may include the use of the foundation logo, stewardship, invitations to student showcases, social media, etc.

Character Limit: 5000

Management Plan*

The section explains the flow of activities, when/where activities will take place, etc. This should provide a connection for the activities included in the Project Design. Include project specific activities/tasks that will define your project and showcase well planned implementation strategies. Also, include who is responsible for carrying out each activity, listing person's title and not their specific name.

Character Limit: 2500

Budget Information

Budget Narrative*

Explain any amounts within the budget that are not itemized (large amount) or obvious as an expense to a reviewer reading the other portions of the grant application. Explain how the project can be adapted if partially funded. If this grant will serve multiple collaborating campuses, how much funding will each campus receive if awarded full funding amount? (Remember, do not include campus names! Be sure to check your math.)

Character Limit: 2500

Campus Number*

What is your 3-digit campus ID number or district department ID number?

Character Limit: 3

Budget Request*

What is the total amount of your budget request?

Character Limit: 20

Budget Areas*

Check off the budget area(s) where funding for your request will be utilized. Areas checked in this question must correspond with the budget questions following.

Choices

Contract Services
Supplies & Materials
Other Operating Costs
Capital Outlay

Budget - Contract Services (6200)*

Include the dollar amount of your request that will be utilized for contract services? You must at least put in 0 if you are not allocating costs to this category.

Character Limit: 20

Budget - Supplies & Materials (6300)*

Include the dollar amount of your request that will be utilized for supplies and materials? You must at least put in 0 if you are not allocating costs to this category.

Character Limit: 20

Budget - Other Operating Costs (6400)*

Include the dollar amount of your request that will be utilized for other operating costs? You must at least put in 0 if you are not allocating costs to this category.

Character Limit: 20

Budget - Capital Outlay (6600)*

Include the dollar amount of your request that will be utilized for contracted capital outlay? You must at least put in 0 if you are not allocating costs to this category.

Character Limit: 20

File Upload(s)

Budget Quote Attachment

Upload the quote from the Humble ISD *approved vendor* to support the costs included in your budget. Any campus or personnel identifying information should be redacted prior to scanning and uploading.

File Size Limit: 15 MB

Additional Upload Attachment

Upload an additional attachment to support your application. This is optional and must not include any identifying campus or personnel information. You may include a description of how this attachment relates to your project.

Character Limit: 1000 | File Size Limit: 10 MB