



Guidelines and Procedures
Grant Application

This guide is for the 2025-26 school year only.

Lone Oak ISD Education Foundation Guidelines for Grant Applications

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Lone Oak ISD Education Foundation (LOISDEF) is offering teachers and administrators 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 the Lone Oak ISD (LOISD).

Please read carefully to fully understand guidelines and expectations.

❖ Award Range:

The number of awards will depend on funds available from the Lone Oak ISD Education Foundation.

- Grants of up to \$2,500 will be awarded to single classroom programs or projects.
- Grants of up to \$5,000 will be awarded to grade level, department-wide, or specialty class initiated programs or projects.

❖ Application Deadline:

October 31, 2025 6:00PM

****No late entries will be accepted.**

❖ Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Lone Oak Independent School District who are involved in the *educational and academic instruction of students*.

In the case of team-based proposals, Project Owner(s) and Backup Project Owner(s) must be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. Simultaneous funding of projects for the same individual, department, team or campus will not occur.

❖ Eligible Proposals:

Instructional approaches or projects designed to begin during the upcoming semester of the school year and which meet the selection criteria are eligible. Grants may fund instructional and classroom materials or activities and materials which support higher levels of student academic achievement.

Projects will be judged based on their potential to impact teacher and student learning. Funds may not replace normal funding from tax-based sources. Products purchased with grant funds become the property of the District, not the individual(s). The project must be one that can be administered even if the Project Owner is no longer able or available to implement the grant. The proposal must describe some quantitative and/or qualitative method to evaluate the success of the project. Expenses for consumable or single events must be justifiable.

❖ Non-Eligible Proposals:

The LOISD Education Foundation does NOT fund:

- Gift Cards
- Requests for food
- Typical grade level field trips
(cont'd)
- Facility improvements
- Salaries

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- Teacher training or travel (this may be available under a separate program)

❖ Selection Criteria:

- The degree to which the grant supports the district goals and is specifically designed to address an area of need.
- The degree to which student performance in academics is emphasized.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way.)
- The degree to which the proposal is clear and logical.

❖ Proposal Review:

Proposals shall be competitively reviewed by the Grant Review Committee. All proposals will be subject to number-coded, blind review relative to Project Owner(s) and specific campus. Accordingly, specific reference to the Project Owner and campus should be limited to information on the cover page only.

❖ Selection Process:

1. Applications are submitted directly from the applicant to the Education Foundation. The Grant Coordinator will redact identifying information as much as possible and prepare it for the blind review.
2. LOISDEF will have the campus principal perform a blind review and provide overall approval of the application.
3. The Grant Review Committee will evaluate the applications using the selection criteria listed above.
4. The recommended grants will be reviewed by LOISD Finance to ensure adherence to district procurement policy.
5. Grants selected by the Grant Review Committee will be presented to the LOISDEF Board of Directors for final approval and funding.
6. Project Owners will be notified of decisions on a date to be determined.
 - a. Notification of Recipients: Recipients of grant awards will be presented by the LOISDEF Board of Directors.
 - b. Grants not selected: Grants not receiving funding, will receive a written notification.
7. All purchases made for grant projects will go through the district business office under normal district PO procedures. The Foundation does NOT order or directly purchase any grant project items.
8. Projects will be funded according to the procedures agreed upon between the LOISDEF and the LOISD Finance office.

❖ Responsibilities of Grant Recipients:

- Awards must be used for the purposes intended.
- Recipients must place all purchase orders **within 30 days** of being notified of the grant award or the foundation may choose to rescind the grant.
- Projects awarded must be fully implemented by the end of the following semester.
- Notify the Lone Oak ISD Education Foundation if leaving the District. The Foundation reserves the right to rescind the grant under these circumstances. In cases where an individual teacher transfers to another grade level or campus, the grant funded must remain at the original grade level or campus for which it was intended.

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❖ Use of Funds

- The Education Foundation will only reimburse LOISD for project items and costs covered in the original estimate of the grant application.
- Any additional project costs incurred (those not pre-approved by the EF and/or LOISD), may be the responsibility of the grant recipient.

When A Grant Costs Less Than Estimated and Awarded:

- Grant awards are made based on the itemized costs you provide in the original Grant Application.
- Any "cost savings" at time of purchase are NOT to be used by the grant recipient or the district to buy additional items or change the items approved in the original grant application.

When A Grant Costs More Than Estimated and Awarded:

- If a grant project costs more than the award, it is often because costs were not figured in the original estimate - shipping, tax, expired discounts, etc.
 - Tax - The EF is a non-profit entity and does not reimburse sales tax. Most things purchased by the district through their vendor program are tax free, as well. If your estimate includes tax, please check with the business office in advance.
 - Shipping - Please be mindful of unusually high shipping charges or look at offers that include free shipping.
 - Sales: If your estimate is based on a sale, be aware sometimes these can expire. Please submit your PO (purchase order) to the district ASAP after you receive your award notice. This can alleviate losing a sale discount, which could affect the final cost of your project.

❖ Key Guidelines:

- IF YOU ARE SEEKING FUNDING FOR TECHNOLOGY INITIATIVES, All proposals must be approved and signed by LOISD Technology Director. (See page immediately following budget page.)
- IF YOU ARE SEEKING CHANGES, ADDITIONS, OR UPGRADES TO DISTRICT FACILITIES (Examples: classrooms, structures, any district facilities, etc.): All proposals must be approved and signed by the district's Director of Maintenance & Operations PRIOR TO SUBMISSION of your grant application. (Please see "Forms" for the approval form.)
- In writing your grant proposal, **please do not include the following information on pages 2-6 of the grant application:**
 - **Do not** refer to your campus by name
 - **Do not** refer to any supporting staff members by name
 - **Do not** include any information that may lead to a conclusion of who you are or which campus is seeking funding.
 - No teacher, principal or campus name should be visible on any attachments.Inclusion of any of the above will lead to disqualification of application. Awards are based solely on merit of the project.

❖ Budget

Please list your budget request in **order of priority**. Detail your budget request. If a kit is included, please **detail** the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, or payments. Place Asterisk on identified items of priority with in partial funding consideration. Be as specific as possible when completing the budget page. **The budget should "stand alone" and not require the committee to guess or research.**

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Quote Requirements

- One (1) quote is required.
- No Teacher, Principal, or Campus name should appear on attached purchase orders, quotes or order forms.
- Any donated items (such as labor) must be included in the quote at full price. A separate line item should be added to the quote to subtract the dollar amount being donated. The donated line item should be noted as “Donation – Do Not Pay”.
- The LOISDEF encourages community and family involvement and we appreciate donations and discounts. Quotes from relatives, business partners, or other personal relationships are welcomed; however, it must be disclosed on the Cover Page.
- Add a separate line item to your budget list for any fees; Shipping, Maintenance fees, Subscription fees, Installation Cost, Misc fees, etc.
- Add a separate line item to your budget list for tax if the items are coming from out of state. LOISD pays tax if purchasing items from out of state.

***Lone Oak ISD Education Foundation follows district guidelines regarding procurement. If you have any questions, please contact the LOISD Finance department.**

***Requests that do not follow the above requirements will be disqualified and not reviewed by committee.**

***Applications received after deadline will NOT be accepted for consideration.**