



## **JEF ADOPT-A-GRANT PROGRAM OVERVIEW**

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### **PURPOSE**

To provide resources that support and enhance authentic learning experiences in Joshua ISD.

<b>SUPPORT</b>		Resources that enrich current instruction.
<b>ENHANCE</b>		Resources that transform instruction allowing a lesson or unit to be taught or learned in a new way.

### **ELIGIBILITY**

- Anyone employed by JISD and involved in instruction of students or providing related support services benefiting students is eligible.
- Grant projects may be for individual teachers, teams of teachers, campus-wide or district initiatives.

### **BELIEFS**

1. Grants can support ideas of all sizes, no idea is too big or too small. A \$100 grant can be just as innovative as a \$1,000 grant.
2. While grants should benefit many students where applicable, grants sometimes engage smaller groups of learners in unique ways.
3. Usage frequency does not necessarily define the impact of a grant. While some grant resources may be utilized year-round, grants may also be written for individual lessons, units or projects.
4. ALL subjects and departments can benefit from a grant.

5. Innovation is not the same for all classrooms, subjects or students. Innovation is a vehicle to support or enhance authentic learning experiences in and beyond the classroom.
6. Grants fund resources that provide hands-on, real-world learning experiences in an ever-evolving educational landscape.
7. Grants can promote collaboration among teachers and/or students.

## **GUIDELINES**

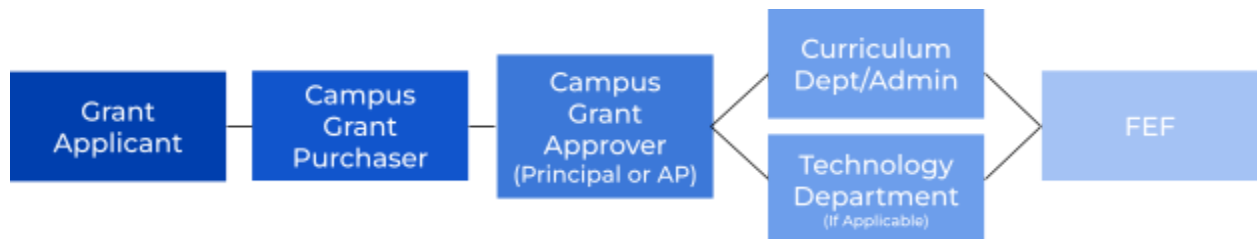
1. Grants must align with one or more JISD guidelines. Grants only fund resources that do not have other funding sources available such as a campus or district budget, booster club, etc.
2. Repeat grants must be re-submitted each year and will be considered if year-to-year growth is displayed as well as positive student feedback.
3. Technology grants should be discussed with your Campus principal and will be reviewed by the Technology Department. (See more below.)
4. Curriculum should not be fully dependent on grants as funding is not guaranteed. If a grant resource has become fully integrated into a class or department's curriculum, efforts should be made to incorporate the resource into a campus or department budget.
5. Furniture will only be considered if it promotes innovation, collaboration, active learning or supports multiple types of learners.
6. Consumables such as school supplies that are replenished yearly will only be considered if connected to a larger concept, vision or goal.
7. Grants for professional learning should be discussed with a campus and/or district administrator. They should have a wide or exponential impact meaning that participants will go out and train/equip other teachers.
8. Grants for online programs and subscriptions will be considered if they are new or being utilized in a new way each year.
9. Grants for field trips and guest speakers should be discussed with a campus and/or district administrator. They will be considered if they meet all other criteria.
10. Grants cannot include gift cards per IRS guidelines. Teachers Pay Teachers is a great alternative to gift cards if applicable.

## **AMOUNT**

The grant minimum is \$50 and the maximum is \$2,000. If your idea is larger than \$2,000 please continue to use the Spring JEF Instructional Grant

Application that is awarded at the Annual Teacher Appreciation Banquet in April. Deadline for the Instructional Grant Application is the Friday before Spring Break every year.

## APPROVAL PROCESS



## TIMELINE

[illegible]

## AWARD OF GRANTS

- You will receive an email notification from JEF the Friday after your grant is purchased that includes thank you note details. Please promptly send a handwritten thank you note as this is vital to the continued success of the Adopt-A-Grant program.
- Your Campus Grant Purchaser will collaborate with you to order your grant materials.

## RESPONSIBILITIES OF GRANT RECIPIENTS

- **Must** use funds for the purpose(s) intended in the grant.
- **Must** write a handwritten thank you note to the donor(s) that adopt your grant(s).
- **Must** work with Campus Grant Purchaser to order resources.
- **Encouraged** to have a student(s) write a handwritten thank you note to the donor(s) that adopt your grant(s).
- **Encouraged** to share successful projects or programs with other staff in staff meetings, professional development sessions, etc.
- **Encouraged** to invite JEF staff and/or donors to see your grant in action if applicable.

## TECHNOLOGY GRANTS

- All Technology Grant quote requests **must** be approved by both the curriculum and technology departments within JISD Administration.

## APPLICATION TIPS & TRICKS

- **IMAGES**
  - This image will be used on the JEF grant website to market your grant. If you have more than one image for your grant, please create a collage of the images in PowerPoint, Canva, etc. A collage would be preferred.
- **QUOTE**
  - Attach a completed quote from the vendor(s) that matches the amount entered in your application.
  - Actual quotes are much better than screenshots and sometimes reps give a discount when a quote is requested.

- Amazon is an approved district vendor but we recommend avoiding it when at all possible because pricing fluctuates so much.
- Ensure that your quote includes shipping. If shipping is not included, estimate 10% as a best practice.
- If your grant includes quotes from multiple vendors, please print, scan and upload as one PDF.
- **WORDING**
  - The “Grant Description” from your application will be placed on JEF’s Adopt-A-Grant website. Describe what the grant is but more importantly **how** it will support or enhance authentic learning experiences in or beyond your classroom.
  - Avoid using “educator talk” or provide further explanation. Most community and Foundation members will not be familiar with educator acronyms or phrases.

## TRANSFER OF GRANTS

- If a grant recipient is transferred within Joshua ISD and their grant resources **can** effectively be utilized in their new position, the grant resources will travel with them to their new role and campus. If a grant recipient is transferred within Joshua ISD and their grant resources **cannot** effectively be utilized in their new position, the grant resources will remain property of the classroom or campus at which they were awarded.
- If a grant recipient leaves Joshua ISD, the grant resources become property of the classroom or campus at which they were awarded.