

STAR GRANT

Guidelines and Application

Supporting **T**eachers through **A**cademic **R**esources

2012-2013 School Year

Abilene Education Foundation





Timeline for STAR Grants

May 7, 2012	Announcement of STAR Grants applications available from campus principals with information on the AISD website
May 14, 2012	Grant Writing suggestions found online www.aaeff.org
August 27, 2012	Applications due to Abilene Education Foundation
September 10, 2012	Judging Event
September 20, 2012	STAR Grant Winners are notified of their selection / Prize Parade
October 8, 2012	Announcement of STAR Grant winners at AISD Board Meeting
October 2012 – May 2013	Implementation and showcasing of STAR Grants
June 30, 2013	Evaluations, receipts, and unspent funds due to Abilene Education Foundation



Abilene Education Foundation STAR Grant

Tips for Submitting Successful Grant Applications

1. Grant applications (pages 2-4) must be completed and six copies mailed OR delivered by the August 27, 2012 deadline. *Incomplete or late applications will not be accepted.* Applications must include signatures from the appropriate campus principal(s).
2. Carefully review the **AEF STAR Grant Guidelines and Application**. Proofread the completed grant application carefully.
3. Proposals submitted in a grant application should demonstrate creativity and innovation in educational programming and may include classroom supplies, manipulatives and equipment, and/or field trips, but not food.
4. Be concise. Information presented in the grant application should be clear and to the point. Attaching supporting documentation to the application is not necessary.
5. Define all acronyms used within the grant application.
6. Typed applications are preferred. Handwritten applications will be accepted but are more difficult to read and reproduce.
7. Obtain current price quotes for all items listed on the grant application budget page by using a new vendor catalog, visiting the vendor's web site, or by contacting the vendor directly. Include current shipping costs as a part of your grant application budget. Do not include tax as all purchases are tax exempt.
8. Requests for building improvements are considered to fall within the district's funding area and should not be included in a grant proposal.

If you have specific questions regarding your grant application, please email:

Jean McMillon - Executive Director - AEF
jean.mcmillon@abileneisd.org



STAR Grant Guidelines

General Information

Purpose: The Abilene Education Foundation (AEF) created **Star Grants** to provide funding for creative and innovative instructional programs or projects designed to benefit Abilene ISD students. The Abilene Education Foundation (AEF) is a non-profit 501(c)(3) public charity created to promote and enhance excellence in education for the Abilene Independent School District

Eligibility: Applications will be accepted from individual teachers or teams of teachers employed by Abilene ISD. Proposals submitted in a grant application should demonstrate creativity and innovation in educational programming and may include classroom supplies, manipulatives and equipment and/or field trips.

Originality: Applications should be the original products of the teachers whose names appear on the form. **Identical applications are strongly discouraged.**

Grant Awards of up to \$1,000 will be awarded to individual or team programs or projects. The number of awards will depend on funds available from the Abilene Education Foundation. The total amount of grant funds available for the 2012 – 2013 school year is at least \$40,000.

Applications are available through the AISD website at www.abileneisd.org, under the heading 'News' on the home page. Applications may also be accessed on the AEF home page at www.aeeff.org under the Teacher Grants & Awards Link. If you access the application on line, you can type on the form and print it out for submission. Please print 6 copies.

Selection Process

Applications will be reviewed and scored by community volunteers and others as determined by the AEF Board of Directors at the Abilene Education Foundation STAR Grants Judging Event held at One AISD Center.

Recommended applications will be presented to the Executive Committee of the Abilene Education Foundation Board of Directors for review and formal approval.

The STAR Teacher Grant Committee will notify winners in the fall of 2012, and the grant will be funded.

Responsibilities of Grant Recipients

Grant recipient(s) will use grant award for the purposes specified in the grant application.

Any materials or equipment purchased with the grant funds become the property of the Abilene Independent School District.

Grant recipients(s) will turn in all receipts and unused funds, along with a brief one page final **STAR Grants** Evaluation (form provided) no later than June 30, 2013, which may be shared with other campuses, District teachers and administrators.

COMPLETED APPLICATIONS (ALL 3 PAGES) MUST BE:

**Preferably typed in Word Document
(Print and submit 6 copies)**

POSTMARKED BY AUGUST 27, 2012, AND MAILED TO:

**AEF STAR GRANT COMMITTEE
P.O. Box 1999
Abilene, TX 79604**

OR

DELIVERED BY 4:30 P.M. ON AUGUST 27, 2012, TO:

WELCOME DESK at ONE AISD CENTER



**Abilene Education
Foundation
STAR Grant Application**

Date Submitted:

For Foundation Use Only **Grant Application Number:**

Name of Applicants (Checks made payable to first name listed.)	Campus	Room Number

Total Amount of Funding Requested \$
Requests should not exceed \$1,000.

School(s):

Grade(s):

Subjects(s):

Applicant Signature(s):

_____	_____
_____	_____
_____	_____
_____	_____

Principal Signature: Each applicant's campus principal must sign the grant application. An additional page may be added, if necessary, to include all signatures. An additional page may be added, if necessary, to include all signatures.

Completed applications must be received no later than **4:30 p.m. August 27, 2012**, in the office of Abilene Education Foundation. Applications must be delivered or postmarked by this due date.



Abilene Education Foundation

STAR Grant Application

GRANT # _____ (For Foundation Use Only)

GRANT TITLE: _____

Summary: *(Write a short, one-paragraph summary of your grant proposal. Please include a brief description of the project, the **number of students who will benefit** from the project, how your project reflects creativity or innovation, and the project's intended outcome.)* (30 pts.)

Purpose: *(What do you want to achieve? How will your project benefit your students?)* (30 pts.)



Abilene Education Foundation STAR Grant Application

GRANT # _____ (For Foundation Use Only)

GRANT TITLE: _____

Rationale: *(Importance and relevance to Campus TAKS Action Plan, Campus Improvement Plan, or other campus goals)* (20 pts.)

Evaluation procedures: *(How will you measure the success of this project?)* (20 pts.)

(Total 100 pts.)

Grant Application Budget Information

Budget information should be obtained from current vendor catalogs or through price quotes. You may use the vendor of your choice. Monies may be donated back to AISD if district discounts from approved vendors are applicable and items are ordered through the district process. Please include costs for shipping and handling. Do not include sales tax, as all purchases are tax exempt.

Vendor	Item Description	Item Cost, \$	Quantity	Item Cost X Quantity	Shipping & Handling Charges	Total Cost
Total Cost						



Abilene Education Foundation STAR Grant Evaluation

Due June 30, 2013

Name: _____

School: _____

Grant Amount: _____
(Please attach all receipts)

1. Briefly outline your evaluation process and evidence of the success of your project. (If you have used a measurable tool to evaluate objectives in this grant, please include the data.)

2. Other teachers may want to duplicate your project. What changes would you recommend to others to improve the proposal?

3. What was the greatest benefit to your students in the classroom from the STAR Grant?

4. What suggestions do you have to improve the STAR Grant process?

Please attach no more than two pages to this evaluation. Any pictures would be appreciated, but not returned (digital pictures are best submitted on a CD). *Evaluations are due in the office of the Abilene Education Foundation no later than June 30, 2013.*