

# STAR GRANT

## Guidelines and Application

**S**upporting **T**eachers through **A**cademic **R**esources

2009-2010 School Year

**Abilene Education Foundation**





## **Timeline for STAR Grants**

<b>May 12, 2009</b>	<b>Announcement of STAR Grants applications available from campus principals with information on the AISD website</b>
<b>May 19, 2009</b>	<b>Grant Writing Work-shop / Crockett Room at One AISD Center – 4:00-5:00</b>
<b>August 21, 2009</b>	<b>Applications due to Abilene Education Foundation</b>
<b>August 31 – September 9</b>	<b>Selection Committee reviews and scores applications</b>
<b>September 17 – 18, 2009</b>	<b>STAR Grant Winners are notified of their selection</b>
<b>October 12, 2009</b>	<b>Announcement of STAR Grant winners at AISD Board Meeting</b>
<b>October 2009 – May 2010</b>	<b>Implementation and showcasing of STAR Grants</b>
<b>June 30, 2010</b>	<b>Evaluations, receipts, and unspent funds due to Abilene Education Foundation</b>



# 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 21, 2009 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 2009 – 2010 school year is \$30,000 - \$35,000.

**Applications** are available at each campus and through the AISD website at [www.abileneisd.org](http://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](http://www.aeeff.org) under the Teacher Grants & Awards Link.

### Selection Process

Applications will be reviewed and scored by the Abilene Education Foundation STAR Grants Selection Committee and others as determined by the AEF Board of Directors.

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 2008, 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, 2010, which may be shared with other campuses, District teachers and administrators.

**COMPLETED APPLICATIONS (ALL 3 PAGES) MUST BE:**

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

**POSTMARKED BY AUGUST 21, 2009, AND MAILED TO:**

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

**OR**

**DELIVERED BY 5:00 P.M. ON AUGUST 21, 2009, TO:**

**WELCOME DESK  
ONE AISD CENTER 241 PINE STREET**



**Abilene Education  
Foundation  
STAR Grant Application**

Date Submitted:  
\_\_\_\_\_

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

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

**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 **5:00 p.m. August 21, 2009**, 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
<b>Total Cost</b>						

