



**Information Packet for Teachers  
Applying for  
Creative, Innovative and Instructional Teaching  
Grants**

Sponsored by the

**Hillsboro ISD Education Foundation**

**2022-2023**



## **Grant Application Package**

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The **MISSION** of the Hillsboro ISD Education Foundation partners with the community to provide resources to enrich teaching, inspire learning, and maximize innovative opportunities for all students in the Hillsboro School District.

The **GOALS** are:

- Strengthen and enrich learning through the development of innovative programs
- Support additional training and resources for educators of the Hillsboro School District
- Provide the tools to prepare students for future success
- Inspire parents and community members to participate with the school system to enrich education
- Build community support and positive attention for the Hillsboro School District
- To incentivize and reward academic excellence

The Hillsboro ISD Education Foundation seeks to award grants for exceptional projects and programs proposed by Hillsboro ISD educators.

**Hillsboro Independent School District Education Foundation Board of Directors**

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**Director of Communications**-Anissa Faris

Hillsboro Independent School District Education Foundation  
121 East Franklin Street  
Hillsboro, Texas 76645  
Phone: 254-582-8585      FAX: 254-582-4165  
hiseducationfoundation.org

Teaching  
Guidelines



Innovative  
Grants  
for Grant

Applications

**Purpose:**

HISDEF grants are designed to encourage, facilitate, recognize and reward innovative **OR** creative instructional approaches. This can be a new project or an enhancement of an existing grant.

Persons Eligible to Apply for Grants: Individuals or teams of individuals employed by HISD who are involved in the instruction of students.

Award of Funds: Grants of up to \$900 will be awarded to individual teachers. Grants of up to \$1,750 will be awarded to campus teams, departments and district initiated programs or projects. The number of awards will depend on funds available from HISDEF.

Applicants will be notified of decisions in August and materials will be ordered immediately. Grant projects will be completed prior to the end of the current school year.

No written evaluation of the grant will be required.

**Responsibilities of Grant Recipients:**

1. Use the materials for the purpose intended.
2. Agree to share successful procedures in staff development sessions.
3. Inform parents about student opportunities with the grant received.
4. Submit a video prior to the end of the school year showing grant materials being used in the classroom.
5. EOY-Teacher answers questionnaire- How did you share this with your parents? Share in staff development?
6. Showcase at E3 when possible.

### **Scope and Requirements:**

Instructional approaches or projects designed to begin during the 2022-23 school year and which meet the selection criteria will be considered. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material which supports higher levels of student academic achievement. Materials and equipment purchased with HISDEF funds from this grant become property of the Hillsboro ISD and must be identified accordingly.

Grants must be in compliance with campus goals and standards. All applications require a principal's signature to ensure the alignment of the project with district curriculum goals.

Grant awards are based on the demonstrated needs of the project and the funds available. An award may cover only a portion of the entire project cost. A **detailed** budget is essential for projected costs, describing how the entire budget will be spent. Shipping costs must be included. Totals **must be accurate**.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. The Grant Committee must approve changes to the project before expenses will be reimbursed.

Grants are not intended to pay for college or graduate school courses, or programs for which funds are otherwise available. Grant money is not awarded by Hillsboro ISD Education Foundation Board for the purpose of funding Hillsboro ISD stipends. Hillsboro ISD grants also may not be used to purchase materials, such as core curriculum text and standard school supplies, which should be covered in the school's operating budget. If a grant recipient is reassigned to a different position, the items funded by the grant award must remain in the designated area for which that grant was originally written.

### **Application Process:**

*Grant Applications must be submitted to the Hillsboro ISD Education Foundation on or before July 15, 2022 at 4:00 P.M. in both of the following formats.*

- 1) **Email** – Email application as an attachment to [hanson@hillsboroisd.org](mailto:hanson@hillsboroisd.org)
- 2) **Six Hardcopies** with signatures on the cover sheet must be brought to the HISD Education Foundation Office, 121 East Franklin Street.

- Applications must be reviewed by the Campus Leadership Team to ensure a correlation with campus programs, and signed by the principal before the application is submitted.
- Signed applications are due to the Hillsboro ISD Education Board no later than the date

selected by the Hillsboro ISD Education Board of Directors.

- If recommended for approval, the application is presented to the Hillsboro ISD Education Foundation Board of Directors in summary form for review and formal approval.
- If approved by the HISDEF Board of Directors, the application is collectively presented to the Hillsboro ISD School Board for formal acceptance of the grant funds.

### **Selection Process:**

Applications that meet the stated criteria and are received on time are forwarded to members of the foundation's Grant Review Committee. Each committee member reads the grants and scores them using the Grants Evaluation Score sheet. The committee meets to review the cumulative scores and makes funding recommendations to the foundation's Board of Directors for final approval.

The Grant Review Committee is comprised of the Hillsboro ISD Education Foundation Board members, which includes district staff and community representatives.

- Hillsboro ISD Education Foundation Program Committee Members
- Others as determined by the Foundation Board of Directors

The following personnel will serve in an advisory capacity to supply information to the committee:

- Superintendent
- Executive Directors for Curriculum and Instruction
- Director of Technology

All applications will be subject to number-coded, **blind** review relative to applicants and specific campuses. Accordingly, specific reference to the applicant(s) and campus should be limited to information on the cover page. Please do **not** refer to the name of your campus anywhere within the application.

1. If recommended for approval, the application is presented to the Board of Directors of Hillsboro ISD Foundation Education Board in summary form for review and formal approval.
2. If approved by the Hillsboro ISD Foundation Board of Directors, the application is collectively presented to the Hillsboro ISD Board of Trustees for formal acceptance of the grant funds.
3. Applicants will be notified of decisions by the date specified by the committee.