CCEF
CLEAR CREEK EDUCATION FOUNDATION
"Inspiring Educational Excellence."

Special Innovative Grants (SIGs)
Application Period: May 15, 2024 – September 9, 2024
Funding provided for 2023-2024 School Year

What is a Special Innovative Grant?

A Special Innovative Grant (SIG) is a large grant amount of up to $50,000 designed to encourage and support innovative teaching and learning on a large scale. A Special Innovative Grant (SIG) is designed to:

- Impact a number of schools and/or a large population of students and positively change the trajectory of school academic performance, student achievement or students' success in life.
- Serve as "seed money" for testing new teaching and learning methods or incubate and grow unproven, but promising practices or ideas.

Administrators, teachers and students can apply for this grant. Examples CCEF has already funded: 2014 - Technology Integration Matrix Videos; 2015 – Makerspaces in all High School Libraries; 2016 – Leader in Me at Falcon Pass Elementary; 2017 – Leader in Me at Armand Bayou Elementary; 2018 – STAR Lab for Secondary Schools; 2019 – Purposeful Partnerships at the LSC and 21st Century Skills: Changing the Way Students Learn with Hummingbird at space Center Intermediate; 2021 – Anatomage Table-Virtual Dissection Table, Composer in Residence, and PAES Lab; 2022-Welding Certifications, Elementary Vex IQ Robotics Refresh, Learning Without Boundaries (STEM/reading bus), and Powermatic Industrial Planer.

Award Amount:

As stated above, the SIG award amount is up to $50,000 per request. However, the CCEF Programs Committee will consider a larger grant award for a multi-year project on an exception basis with additional requirements.

CCEF will consider the following:

- New, highly creative and innovative projects that have a positive impact on multiple schools or a large population of students, that are highly innovative in student learning and impact on community.
- Project ideas that are not proven, but have a high probability of successfully impacting learning.
- New technology, methods or processes.
- Past successful and highly innovative TIG or STIG grants across the district that have potential for greater impact.
- Highly successful student learning or teaching methods from nationally or internationally recognized leaders in education.
- Workforce Development Initiatives that enable CCISD students to be more prepared for current work force needs, including introducing new skills and projects that partner with external stake holders such as industry (energy, health care, Aerospace, Automotive, industrial, agriculture, banking, construction, radio/TV, software, food/beverage, law etc.), academia (universities, research organizations etc.) or community.

CCEF will **NOT** consider the following:

- Repeat requests for projects already funded by CCEF
- Grant applications meeting TIG or STIG program guidelines
- Projects where materials or services are currently available through CCISD resources (including technology)
- Teacher conferences
- Student fieldtrips
- Continued maintenance or funding of projects (i.e. landscaping or supplies to keep project going)
- Technology initiatives that can be provided by CCISD (i.e. tablets, laptops)

Evaluation Criteria:

GOALS/OBJECTIVES AND DESCRIPTION:
The goals and objectives must be aligned with the CCISD Strategic Plan, the district curriculum, and clearly defined and linked to **student learning and achievement**. The successful grant applicant will:
- State the need and purpose for the grant request.
- Define how the grant will take student learning to the next level.
- State how the grant will drive opportunities for student learning in CCISD.
- Articulate the learning, skills, and behaviors students will achieve because of the grant.
- Develop a detailed implementation timeline that can be accomplished within one school year.

IMPACT, CREATIVITY AND GROWTH:
The grant application should state how the needs of a **large percentage** of students in the school district are met (i.e. multiple schools or an entire student subset). The successful grant applicant will:
- Explain creative and innovative components that will take student learning to the next level.
- Explain growth potential in terms of collaborating with external stake holders, such as industry, universities, community, etc.
- Provide information if the project could be eligible for external grants.
- Explain how campus tactics and/or district strategies are supported.
- Define student and teacher benefits and growth opportunities.

EVALUATION AND SUSTAINABILITY:
SIG grants will be implemented using a stage gate process used in implementation of large scale projects. Therefore, evaluation and continuity information is required. The following are the stage gate expectations:
- **Stage 1: Application Process** as described above.
- **Stage 2: Evaluation and Selection** will be completed by the CCEF Committee. Successful grant applications may be required to make a formal presentation to the program committee and CCEF Board for final approval. At the time of the presentation a cost estimate within +/-25% of the final grant budget will be required. If the grant is approved, a written agreement between CCEF and grant winner on phased funding strategy will be completed.
- **Stage 3: Project Plan**: The grantee will submit a detailed grant implementation plan, including the cost of the equipment to be procured, engineering and implementation costs, finalized implementation timeline and detailed metrics for documenting progress during stage 4. Cost estimates should be defined at +/-10%.
- **Stage 4: Implementation**: The grantee will be required to provide bi-annual feedback to the CCEF Board on progress, cost and schedule. Depending on the implementation schedule it is likely that funds will be released in stages depending on the project.
- **Stage 5**: **Post Implementation:** The grantee will be required to make a summative presentation outlining results of the grant and a description of how the project will be sustained after implementation without any additional funding.

The successful grant applicant will:
- Provide detailed information on project implementation, evaluation metrics, cost and schedule consistent with the stage gate process for stages 3 - 5. CCEF reserves the right to discontinue funding the project at any time after consulting with the CCISD Superintendent.

BUDGET:

The successful grant applicant will:

- Provide a clear and accurate budget illustrating how CCEF's funds will be utilized to the fullest extent and be a good steward of the donor dollar. Grants are capped at $50,000 unless an exception is requested prior to submittal. Funding can be spread over multiple years.
- Include an accurate estimate of the total cost of the project in detail.
- Link to Purchasing Process Flowchart

Selection Process:

Applications for grants is provided at the CCISD grants portal: https://apps.ccisd.net/CCEFGrants/Account/Login.

Applications will be reviewed, evaluated, and awarded by the Programs Committee of CCEF. See the evaluation section stage gate process, on the previous page, for more details. *An oral presentation may be required by the finalist(s) before the final decision is made by the CCEF Programs Committee.*

Approval Process:

- All applications **must be approved by the direct supervisor/principal and Assistant Superintendent** and will go through an approval process once submitted and before reviewed by CCEF.
- Technology requests will go through an approval process through the Chief Technology Officer once the application is submitted and prior to the supervisor's approval.
- All grant applications must be approved by the Deputy Superintendent and will go through an approval process once submitted.

If awarded the grant:

- Grant funds are made available using the stage gate process defined on the previous page.
- Grantees (and/or campus bookkeeper) are expected to attend an online grant orientation to guide the grant budget process.
- All expenditures for materials/supplies must follow district purchasing guidelines and utilize the Purchase Order process. All vendors must be on the District vendor list or vendor must be willing to complete the paperwork to be approved. Please do not plan to order from online vendors unless they are approved by CCISD. Reimbursements to grantees are rarely made and must be granted approval prior to purchasing.
- Awarded funds can ONLY be spent for specific materials requested within the grant.
- Campus staff responsible for the books and purchasing will receive an account code with the awarded funds from Clear Creek ISD/Scott Kohler, Grant Accountant at CCISD, ext. 40203.
- Bi-annual progress reports are required. CCEF loves videos, photographs, and letters from parents and students at any time throughout the year. You can submit these at any time to CCEFgrants@ccisd.net. Please make sure parents have signed the media release to allow pictures of students to be used.

Guidelines for Grant Evaluation

1. Goals/Objectives, Implementation, Description (30%)

- Are the goals and objectives aligned with the district strategic plan and district curriculum? Have you clearly defined this alignment?
- Does this grant take student learning to the next level? Is this grant incremental or a step change in learning? If so, please explain this process.
- Are the stated project goals feasible? What is the probability of success?
- Is there a direct connection between student needs and goals?
- Are the activities/procedures clearly outlined and directly related to the goals and objectives?
- Is the project multi-disciplinary?
- Does this grant engage outside volunteers (students, parents, community volunteers)?
- Is the timeline for grant execution realistic?
- Does the grant include a detailed implementation plan and timeline as required in stage 3?
- Does the grant enhance overall academic achievement?

2. Impact, Creativity, Innovation and Growth (30%)

- Does this grant meet the needs of a **large percentage** of students in the school district?
- Has the grant been funded previously? Is this an enhancement of a previous grant? If it is a scale up grant from TIG or STIG then, how is the grant equally innovative and impactful when implemented at a district level?
- If a pilot program, will the grant have an impact on a broader student population?
- Is the grant creative and innovative that will take student learning to the next level?
- Are there opportunities for collaboration with external stake holders – industry, universities, community, etc.
- Are the teacher and student benefits and growth opportunities clear?
- Is the grant a creative adaptation of a core subject?
- Are campus tactics and/or district strategies supported? Have you clearly defined this support?

3. Evaluation/Sustainability (30%)

- Does the grant have metrics to evaluate progress during implementation in stage 4?
- Does the grant have metrics to evaluate success after implementation? Are the stated specific evaluation methods used to measure success other than standardized testing?
- Does the grant have a sustainability strategy to keep it going as part of school curriculum without continued support from CCEF?
- Are the metrics meaningful and measurable?
- Are evaluation methods adequate for skills or knowledge to be measured?

4. Budget (10%)

- How sound is the cost estimate? What is the probability of the grant meeting the budget requirements?
- Does the cost estimates provide equipment, labor and third party installation costs?
- Is the grant eligible for external partnership and grants?
- Does the budget meet all specified restrictions?
- Is the cost per student reasonable?
- Are materials or services available through current or future CCISD resources?
- Is partial funding possible? Did grant identify how to partially fund?

The following pages are sample screen shots of the required sections for the online grant system. These are provided to assist you in preparing to write your grants(s).

CCEF Grant Portal

Please Log in with your Network Credentials.

Username

Password

Log in

If you have any questions, please call 281-284-0031 or email dlaine@ccisd.net. For technical issues, please submit a Topdesk ticket.

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CCEF Grant Portal Home

Change Grant Status | All Evaluations | Create New Application

All Grants Status

CCEF Grant Portal Home

SIG Grants

Name	Status	Guidelines	Grant Application Link
Special Innovative Grants	Open due:	SIG Guidelines	New SIG Application

CCEF Grant Portal Home

New SIG Application

Show All Sections

Applicant Information

*Name:	*Title:	*School:	*Grade(s)/Subject(s) Taught:	*Email:
*Phone:	*Address:	*City:	*State:	*Zip:

Add an Applicant

Principal/Supervisor

Project Details

Goals/Objectives and Description

Implementation/Timeline

Impact

Student/Teacher Benefits and Growth

Creativity/Innovation

Evaluation

Sustainability

Budget Details

☐ I have read the guidelines for this grant and agree that the information submitted is true and correct.

Submit | Exit

"Inspiring Educational Excellence."

CCEF Grant Portal   Home

New SIG Application

Show All Sections

Applicant Information

Principal/Supervisor

Add Supervisor

Search

ID:

Campus:
-- Select --

First Name:

Last Name:

Search   Close

Project Details

*Project Title:

Characters remaining: 100

*Project Summary: Overall summary to be used for publication purposes

Characters remaining: 250

*Does this program/project involve landscaping?
○ Yes ○ No

*Have you already received proper approval for your landscaping project?
○ Yes ○ No   (If not, please submit a Facilities Modification Application here)

*Is this a program/project already in CCISD?
○ Yes ○ No

*Please explain where this project/program is in place:

Characters remaining: 2000

*Has this program/project been funded in the past by CCEF or any other sources?
○ Yes ○ No

*If yes, please explain when grant was awarded by CCEF and why further funding is being requested?

Characters remaining: 2000

*Is this an expansion of a previous CCEF grant?
○ Yes ○ No

*What is the name of the current project and when was it funded by CCEF?

Characters remaining: 100

*Project Subject Area(s):

Characters remaining: 100

*Grade Level Category:
-- Select --

*Grade Level(s):

Characters remaining: 100

*Estimated Number of Students Participating/Impacted in first year:
0

Characters remaining: 99

*Grant Request $:
(Max is $50,000 and you must provide a detailed budget to match this amount later in the application process)
$0.00

Characters remaining: 95

*Is this a Campus Team Grant or a Multi-Campus Team Grant?
○ Yes ○ No

*Please list name, job title, grade, subject for each team member:

Characters remaining: 2000

Goals/Objectives and Description

*State the need and purpose of the project. Define how the grant will take student learning to the next level. State how the grant will drive opportunities for student learning in CCISD. Articulate the learning, skills, and behaviors students will accomplish because of the grant. Outline objectives of the project:

Characters remaining: 2000

Implementation/Timeline

*How will this project be implemented in the class rooms? Develop an implementation timeline that can be accomplished within one school year (identify milestones and dates. A bulleted list is preferred.

Characters remaining: 2000

Impact

*Will this grant impact multiple schools?
◉ Yes ○ No

*If yes, list the schools and how they will be impacted:

Characters remaining: 2000

*How does grant support district and campus strategies?

Characters remaining: 2000

*Does this grant impact any Superintendent Targets?
(Select all that apply)
☐ I. We will foster a safe and nurturing environment.
☐ II. We will design and implement learning experiences that inspire student achievement agency and growth.
☐ III. We will cultivate social and emotional capacity and a commitment to service before self.
☐ IV. We will expand the organization's capacity to accomplish our strategic intent.
☐ V. We will ensure our community parents staff and students exercise shared ownership of our mission.

*Does this engage outside volunteers (students, parents, community members)?
◉ Yes ○ No

*Please Specify:

Characters remaining: 2000

Student/Teacher Benefits and Growth

*What are the direct student benefits and growth opportunities?

Characters remaining: 2000

*What are the direct teacher benefits and growth opportunities?

Characters remaining: 2000

*Explain growth potential in terms of collaborating with external stake holders, such as industry, universities, community, etc:

Characters remaining: 2000

Creativity/Innovation

*Explain the creativity components that will take student learning to the next level:

Characters remaining: 2000

*Will this grant help develop students for the workforce?
◉ Yes ○ No

*Please specify:

Characters remaining: 2000

*How is this grant innovative?

Characters remaining: 2000

Evaluation

*Provide detailed information on project plan, implementation and evaluation metrics:

Characters remaining: 2000

Sustainability

*Explain how and how long this project will be sustainable for future years?

Characters remaining: 2000

*How will you get funding for any consumable materials in the future years?

Characters remaining: 2000

*Can this project be replicated?
○ Yes ● No

*Does it have the potential to be adopted as a best practice in other classrooms/schools?
● Yes ○ No

*If yes, please explain if these plans are already in place for expansion:

Characters remaining: 2000

Budget Details

Develop a project budget and list specific materials, equipment, outside experts, etc. Estimate cost where not known. Note: Do not include items available from the school or school district.

Failure to complete a detailed budget item list will result in an incomplete proposal that will not be considered.

Item to be purchased	Total Cost	Budget Category	Purpose	Qty.	Vendor	CCISD Vendor?	Contract #	ILA	Can Be Reused?	Delete
				− +		No			No	🗑

Add Budget Item

Total Per Budget:

Grant Request:

Total Students Impacted:

Student Cost per Grant Request:

Does this grant involve technology?
(All requests that include software, hardware, and technology accessories must be approved by Technology Dept)
○ Yes ● No

Is Partial Funding Possible?
● Yes ○ No

*If yes, Partial Amount Requested:
$0.00

New Budget Item

*Item to be Purchased:

Characters remaining: 100

*Quantity:
− +

*Total Cost:
$0.00

*Budget Category:
Any item such as computer accessories, computer mice, keyboards, monitors, printers, software etc. would be considered a "Technology Item"
-- Select --

*Purpose:

Characters remaining: 100

*Anticipated Vendor:

*Is this a current CCISD contracted vendor, or ILA (Cooperative Purchasing) vendor?
○ Yes ● No
If yes, please provide either the Contract # or ILA
Please note, your campus secretary/bookkeeper can assist you with this. If not, please contact purchasing.

Contract #   ILA

*Can item(s) be reused?
○ Yes ● No

Add Item **Close**

> **apps.ccisd.net says**
>
> For the question: Is this a CCISD Vendor? You selected No. It is strongly recommended that you select a current approved ISD vendor. If you do not, the process to approve a new vendor takes more time and will require your assistance in setting them up as an approved vendor before you can purchase grant materials.
>
> **OK**

*If yes, how will grant change with less funding?

Will additional funding be needed to sustain project?
● Yes ○ No

*If yes, please explain further with reason and plan:

Are the requested materials or services available through current or future CCISD resources?
● Yes ○ No

* If yes, please justify why you are requesting them:
NOTE: If yes, it is very unlikely this application would be approved since the resources will be available through CCISD and it is advised not to submit this application now until further evaluation.

Please Note:

Funding will not be granted for projects that call for purchases of materials or services available from the school district including technology.

Stipends and other salary payments to the applicant are not permitted. Funds cannot be used for consultant fees, seminar registration fees, travel and other related expenses.

Funds can only be spent for the specific materials requested of the grant awarded.

☐ I have read the guidelines for this grant and agree that the information submitted is true and correct.

Submit **Exit**

If you have any questions, please call 281-284-0031 or email dlaine@ccisd.net. For technical issues, please submit a Topdesk ticket.

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