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**To:** Sand Springs Public School Teachers

**From:** Sand Springs Public Schools Education Foundation Executive Board Members

**Date:** 11-28-2006

**Re: Recommendations to Revise Teacher Grant Application Guidelines**

The Grants-To-Teachers committee members have met and reviewed the Grants-To-Teachers program guidelines. The previous guidelines have served the foundation and the district's teachers very well throughout nearly two decades since inception, and the revisions listed below are intended to facilitate a more technologically oriented and smooth grant submission process while also broadening the scope of the criteria used in approving the submitted grants.

**Grant Review Team Composition:**

**Member:                      Term of Service on Committee:                      Commence Service:**

**1. Education Foundation  
Executive Board Member                      3 years                      beginning 06-07**

**2. Education Foundation  
Executive Board Member                      2 years                      beginning 05-06**

**3. Parent of active student  
in the district                      3 years                      beginning 06-07**

**4. Retired Teacher                      3 years                      beginning 05-06**

**5. Member at Large                      1 year                      beginning 06-07**

**\* 6. Assistant Superintendent                      on going                      on-going**

**\* The assistant superintendent will serve as an advisor to the committee members and to the teachers that are submitting the grants; therefore, the assistant will not officially vote to select the grants that are recommended to the Education Foundation Executive Board for final approval. The assistant superintendent will chair the grant review committee process.**

### **Grants-To-Teacher Guidelines:**

- 1. Teachers will be rewarded for requesting funds for projects that emphasize new approaches to teaching.**
- 2. Priority selection will be given to grants for development of innovative programs and materials which stimulate thought and bolster the existing curriculum.**
- 3. Grants should address budgetary items not currently being funded by the school district, yet grants could be considered for items that can not be fully funded by the district. Requests will be carefully scrutinized to insure that the education foundation is not supplanting the financial obligations of the district. Examples of district funding responsibilities that will not meet the guidelines of the education foundation grants include such items as textbooks, general instructional materials, furniture, construction items related to building needs.**
- 4. Individual stipends to teachers for professional development will not be considered. The grant committee will consider funding site specific or district wide professional development activities.**
- 5. Grants directed at larger numbers of students (a grade level, a subject area) will be preferred for a larger expenditure of monies.**
- 6. Foundation monies will not generally be granted to individual students and/or teachers for scholarship, travel, workshops, course work, contest participation, and awards recognition. Exceptions to this guideline will be carefully scrutinized and such exceptions would not be granted on an annual or recurring basis.**
- 7. Education foundations grants will be considered for both before and after school programming as long as the above mentioned guidelines are adhered. Summer school academies and programming are also eligible for funding, but again the grant guidelines are still applicable in all such grant requests.**
- 8. Capstone experiences for students will be considered for funding. Such requests will be reviewed to insure that the experiences relate directly to the curriculum and projects that ultimately culminate in the final capstone type experience. An example of a capstone experience would be an articulate description of a unit of study on western culture and Oklahoma history that ties to a grant request of a class to participate in a special function held at a museum or cultural festival that relates directly to the previously described unit of study.**
- 9. Materials and equipment that are funded by the education foundation grants are ultimately the property of the district. The district officials will help determine if the materials can change from the original classroom or from the original site from where the grant originated. Non-consumable items and equipment of substantive value that are funded by the education foundation should be listed on classroom inventory lists.**
- 10. Education Foundation grants will be available to the district's teachers via the web along with the adopted grant guidelines.**
- 11. Grants are to be submitted to the district office of curriculum and instruction by November 1<sup>st</sup> of each school year. The grants will be copied and forwarded to the grant committee members for review. The committee will select the grants to be funded and notify the grantees of award by the end of December of the accompanying year.**

**12. When a grant is approved, the teacher will receive a certificate of grant approval. The Education Foundation will draft a check to the district's activity account whereby teachers will submit purchase orders and receipts according to district policies connected to activity accounts. At the conclusion of the project the teacher will be responsible for providing financial accounting and a final project report to the office of curriculum and instruction to then be forwarded to the Executive Board of the Sand Springs Education Foundation.**