



Guidelines and Tips for Completing the Application:

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you? If you are seeking recognition for something already completed, it is inappropriate.

Project Overview / Abstract

- Write a summary of the project
- Establish the significance of the creative, innovative idea being presented
- Write persuasively

Statement of Purpose:

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.
- Use the statement of the problem to show that your proposed project is definitely needed and should be funded.

Statement of Rationale—Address the Following:

- Importance of purpose
- How project aligns to campus goals
- The problem or issue addressed
- How the project supports the purpose

- Paint a picture of your proposal in the mind of the creator
- Describe the pressing problems you want to address

Goals/ Objectives:

- Limit the number of objectives
- Be specific
- State in measurable terms
- Correlate with TEKS

Teaching Methods/ Activities

- Relate to purpose and objectives
- Be specific
- List steps (who will be responsible for activity, when will activity take place, where will activity take place)
- Clearly present the innovative aspects of your ideas

Implementation

- Map out the scope of the project with a timeline
- Use charts as a good tool to use as a snapshot in highlighting when the activities will take place, where will take place and objectives achieved

Collaboration with community

- Incorporate the collaborative relationships with cooperating groups and what methods your project uses to encourage this relationship
- Clearly identify the school- community partners in the project and their respective role(s)

Evaluation

- Relate to stated objectives
- Indicate how you will know whether the project was successful
- Align evaluative procedures, objectives, and instruction
- Identify precisely what will be evaluated, the methods used to evaluate, who will provide the evaluation and when will it be evaluated
- Plan for measuring effectiveness

Budget

- Make your budget realistic
- Should clearly fit the proposed activities

- List all items to be purchased, items not listed will not be funded
- Relate all cost to proposed objectives

Try To:

- Be creative, but realistic
- Partner with others
- Search for least expensive items
- When appropriate, support ideas with research
- Select a unique problem to solve creatively
- Develop a student- centered project
- Write for an audience that includes educators, business and community partners.

Try To Stay Away From:

- Consumables
- Unrealistic methods and activities to accomplish the objectives
- Requesting funds that do not correlate to a creative, innovative proposal
- Missing the deadline

**Please direct questions pertaining to the Innovative Teaching Grant Application to
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