



Grant Application Packet

Timeline

March 2026	Grants Open March 30 th
May 2026	Grants Due May 15 th
June 2026	Grant notebooks submitted to the Grant Selection Committee
August 2026	Education Foundation Board of Directors Meeting on Grants
Fall 2026	Grant Award Day!



Guidelines for Grant Application

Purpose:

Teaching Grants are designed to encourage, facilitate, recognize, and reward exciting and creative instructional approaches to the accomplishment of program objectives. Bullard Education Foundation (BEF) is offering teachers, support staff, and employees of BISD the opportunity to apply for grants to support programs or projects and encourage higher levels of student learning. The grants must enhance student academic performance and support the objectives, goals, and initiatives of BISD.

Persons Eligible to Apply for Grants:

Applicants can be individuals or teams of individuals employed by Bullard ISD who are involved in the instruction of students or related support services benefiting students. Grants *ARE NOT* restricted to teachers only. You can apply as an individual and be a part of one or more groups. Individuals and groups can apply for one or more grants.

Eligible Proposals:

Instructional approaches or projects that are designed to begin as early as the 2026-2027 school year and meet the selection criteria. Grants may fund instructional and classroom materials, parent involvement programs, or any activity or material that supports higher levels of student academic achievement.

Award of Funds:

Grants of up to \$1,500 will be awarded to individual employee-initiated programs or projects. Grants of up to \$3,000 will be awarded to groups, campus teams, departments, and district-initiated programs or projects. The number of grants awarded will depend on funds available from BEF.

Criteria considered when scoring:

- The degree to which the grant supports the district goals and is specifically designed to address an area of need substantiated by data.
- The degree to which a student's academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a **creative or innovative approach** to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or underway.)
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods, or treatments; and (c) correspondence among evaluative procedures, objectives, and treatments.

Grant Applications should be submitted to the Bullard Education Foundation electronically. Email the application as an attachment to grants@bullardef.com

Grant applications must be typed.

Selection Process:

1. Application forms may be obtained online through the web page.
2. Applications must be reviewed by the Campus Leadership Team or direct supervisor for congruence with campus and/or district programs and signed by the principal or supervisor.
3. Signed applications are due electronically, no later than the date selected by the BEF Board of Directors as indicated on this application.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. At least 4 Education Foundation Members
 - b. At least 4 Community Representatives
5. If recommended for approval, the application is presented to the Board of Directors of BEF in summary form for review and formal approval.
6. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the school year immediately following award notification. Projects awarded must be fully implemented by the end of the school year grant is awarded in.
- The project must be fully implemented before recipients can apply for another grant.
- Agree to share successful procedures in staff development sessions.
- Keep a copy of the specific items requested for the purpose of ordering if a grant is
- Grant recipients are required to provide media (photos and/or videos) showcasing the funded projects in action. This content will be used by the Bullard Education Foundation for promotional and fundraising purposes.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application other than on the cover page.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the school year grant is awarded in. Any remaining or unused funds will be returned to Bullard Education Foundation.
- ***Grant Applications should be submitted to the BEF electronically via email. Email the application as an attachment to grants@bullardef.com***

Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how the project may be considered new, exciting, and/or innovative.

Objectives:

- Limit the number of objectives.
- Imply or state evaluation or ways to measure the objectives for success.
- Be specific.

Description of Proposed Project/Activity (timeline of events):

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate the project to needs and objectives.
- Be specific.

Project Success:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners:

- Are there others who will participate in this project? (CIS, Rotary, Lion's Club, local business)
- What will their roles be?

Sustainability:

- If funded, how will you continue the program/project in the future?
- What will be the recurring costs and how will it be funded?

BEF Grant Application

IMPORTANT - Do not include the name of your campus in the Project Title or application.

Project Title: _____

Approximate number of students to benefit from the grant: _____

CHECK ALL THAT APPLY: This project is:

new to the district new to my campus new to me.

CHECK ONE: Have you received funds for this project from BISD previously?

Yes No

DIRECTIONS: Please provide a summary for each area listed below.

Need: (Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals. How is it innovative?)

Objectives: (State measurable objectives in terms of student behavior or performance.)

Description of Proposed Project/Activity: (Describe what you want to do with the grant funds. List activities and timeline.)

Project Success: (Describe how you will know if your objectives are met. How will you measure your program's successes?)

Partners: (Identify any school and/or community partners involved in the project and their respective roles.)

Sustainability: (If funded, how will you continue the program/project in the future? What will be the recurring costs and how will it be funded in the future?)

Budget

DIRECTIONS: Note the budget distribution for each category. Be specific. Attach additional sheets as needed.

Budget Items	Amount	Vendor
Supplies (please list)		
Equipment		
Contracted Services (list consultants)		
Other:		
TOTAL:		

Bullard Education Foundation Grant Review Matrix

Application Number _____

Evaluator # _____

Project Title _____

Please rank the effectiveness of each category with 5 being high and 1 being low. Circle the number that best describes each statement.

Please check the statement below that best describes how you would rank this application.

- I would recommend fully funding this project.
- I would recommend partial funding. Amount? \$
- I would recommend funding this project if there were extra money.
- I would not recommend funding this project.

Criteria						Weighted Amount	Weighted Total
The need is clearly stated. Supports district and campus goals.	5	4	3	2	1	X 4	
Objectives are specifically stated and measurable.	5	4	3	2	1	X 4	
Activities/procedures specifically stated and relate to purpose and objectives. Innovation is apparent.	5	4	3	2	1	X 4	
Evaluation strategy is clearly stated and relevant to the objectives and student performance.	5	4	3	2	1	X 4	
Budget is complete, realistic, accurate and appropriate.	5	4	3	2	1	X 4	
GRAND TOTAL							

Additional Comments (please use back if necessary)