



TEACHERS DRIVING INNOVATION GRANTS 2019-2020

The MBEF Teachers Driving Innovation (TDI) Grant Program was created to support innovation and/or collaboration in learning in K-12 classrooms. For projects that will enhance student learning by providing educators an opportunity to exercise their passion for teaching, developing ideas, partnering with colleagues and connecting with the wealth of knowledge, expertise and talent within the MBUSD and community.

The MBEF TDI grants are not intended to replace existing district funding, but they are an opportunity to seed innovation in our schools – providing funding for projects that may be beyond the scope of district or school site funding.

TDI Grant Criteria:

- Demonstrate a strong curricular justification
- Include evidence of innovative teaching, project-based education, experiential learning, character development, arts integration, or new technologies
- Demonstrate potential for implementation beyond initial setting
- Include measurement of expected student outcomes
- Contain a thoughtful and reasonable budget
- Alignment with school site and district goals
- Principal approval through application signature and/or email notification

Eligible Applicants

All teachers and counselors in the Manhattan Unified School District are encouraged to apply. Grant proposals that demonstrate collaboration across grades, schools or disciplines are especially welcomed. It is our hope that successful grants will be replicated, shared or adopted districtwide.

Project Period

All approved TDI proposals must take place in the application year – before, during or after school.

Grant Application Assessment and Evaluation

Proposals must be submitted on the MBEF Teachers Driving Innovation Application. Please be clear and concise in your responses and address all topics on the submission form. Information on **who** the program will benefit, **why** it is valuable to students, **how** it will be implemented, **what** is particularly innovative, and **when** it will be considered successful!

Timeline

- Submission – All proposals must be received by October 1, 2019 via electronic application.
- Evaluation – Proposals are presented to the TDI Grants Committee.
- Announcement – Awards will be announced by October 31, 2019.
- Funding – Grants funds will be available by October 31, 2019.
- Expenditures – Funds must be spent by June 30, 2020.
- Reports – Interim reports are encouraged and appreciated. Invitations to events related to the grant should be extended by email to Hilary Mahan at hilary@mbef.org.
- Final Evaluation Report – Use the approved form and submit by June 30, 2020.

Funding

Teachers Driving Innovation Grant awards range from \$250 to \$2500 for individual teacher applications, and up to \$5000 for collaborative ventures including two or more teachers. Collaborations are encouraged and will be given priority. A total of \$50,000 in funding is available.



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Allowable Costs:

- Materials or supplies directly related to the development or implementation of the proposal
- Registration or admission fees
- Resources to support the implementation of a new courses at MBMS or MCHS
- Speaker fees for a guest presenter
- Substitute teacher costs for teachers to visit other schools or participate in professional development
- Travel fees, including bus rental charges

Non-Allowable Costs:

- Chromebooks, iPads or Laptops
- Furniture, including flexible seating
- Routine classroom supplies, such as printer ink, purchased each year

Approval

The TDI Committee is made of up at least three Board Members and three Advisors, individuals who do not serve on the MBEF Board and are not current educators or administrators in our district. Each proposal is evaluated individually by each committee member and then further evaluated as a group during 1-2 scheduled meetings.

Applicants who are not granted funding are encouraged to seek feedback and to resubmit applications in the following year. Re-application and approval are required to implement the program for subsequent year(s).

Reimbursement Process

There are two options for purchasing your grant materials and supplies:

- Purchase Order Process. It is preferred that you order your supplies directly through MBUSD's purchasing process. Your point of contact for purchase orders is Karyl Brandford at KBrandford@mbusd.org.
- OR
- Receipt-Based Reimbursement. Requires original receipts plus an invoice voucher form signed by your principal. If you purchase online, be sure to print the verification of your purchase. **Please do not forget to get your principal's signature** on the invoice voucher otherwise your check can not be printed. Make a copy of your original receipts for your personal records.

Final Evaluation Report

Reports are a critical and essential part of the grant process because they allow MBEF to share these exciting projects with the MBEF donor community, and because they enable MBEF to publicize your efforts within the MBUSD teacher community in order to inspire new projects and to promote conversations and collaboration. Failure to complete the Final Evaluation Report Grant by June 30, 2020 may affect the potential for the grant to be funded again if re-submitted. Awardees will be listed on the MBEF website. At the end of the funding cycle, grant reports and photos will be posted on the MBEF website.

If you have any questions about the application or approval process, please contact the MBEF Teachers Driving Innovation Grants Committee at innovationgrants@mbef.org or MBEF Executive Director, Hilary Mahan, at hilary@mbef.org.