



Innovative Teaching Grant Application Packet 2026-2027

Please return to:
Attention: Jessica Tristan
District Service and Training Center
408 South Main
Copperas Cove, Texas 76522
ccef@ccisd.com

Deadline: October 5, 2026 – 8:00 a.m.

Guidelines for Innovative Teaching Grant Applications

Introduction

The Copperas Cove Education Foundation (CCEF) is a non-profit community foundation chartered to fund innovative educational programs for Copperas Cove public school children. The total amount of funds available for a given year depends upon the success of CCEF's fundraising. This packet provides guidelines to the Foundation's annual grant process and the grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

What do CCEF grants support?

Innovative Teaching Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. CCEF-funded programs should enhance, but not duplicate, the standard public-school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curriculum in a meaningful way. All grants awarded must support the objectives, goals and initiatives of the Campus Plan.

Who is eligible to apply for a grant?

Copperas Cove public school faculty and administrators, individually or in teams may apply for funding in support of enrichment projects that benefit the Copperas Cove public school students.

What makes a grant application successful?

- The application must be complete and comply with deadlines. It must include all authorized signatures.
- **The proposal must not include the campus name or your name or the names of your team members** (includes abbreviations). *Names are only included on the Title Page. If names are included in your proposal, it may be disqualified for funding.*
- The proposal should include details on sustainability and the evaluation process as well as support the education of students and support the curriculum and objectives of CCISD.
- There should be a plan on how the materials will be stored when not in use. Who will be responsible for maintaining the equipment?
- The application should demonstrate creativity and innovation in educational programming, and target a significant number of CCISD school children. Objectives and outcomes should be consistent with the goals of your school and the district.
- The proposal should include photos of the proposed product or materials. Include visuals.
- The budget page should be filled out and itemized. The cost of the grant should be reasonable.
- The application may be a collaborative effort between parents, educators, schools, businesses or others to reach children in multiple classrooms, grade levels or schools.
- Technology hardware and/or software must be pre-approved by Director of Technology Services.
- Proposals that request permanent structures and/or maintenance installation must be pre-approved by Deputy Superintendent of Operations and Support.
- Proposals that request the purchase of curriculum must be pre-approved by the Superintendent of Instructional Services.
- Utilize approved CCISD vendors. Check with the purchasing clerk on your campus or the Business Office to see if the vendor is on the approved list.
- Include a plan for parent, teacher, business partner or community involvement.

What are the responsibilities of grant recipients?

- Use the awards for the purposes intended.
- Submit purchase requests by the end of the first semester so the program can be initiated as soon as possible or at the beginning of the second semester.
- Agree to maintain equipment and supplies to ensure longevity.
- Agree to share successful procedures in staff development sessions.
- Agree to share the evaluation of your grant's success, upon the request of the grant committee. This includes providing pictures and/or videos to be used for promotional materials.
- Agree to share your grant in action with the local media, as requested by the CCISD Public Information Officer.

Applicant's failure to comply with the above responsibilities will result in loss of eligibility to apply for future grants.

What are the deadlines for this year?

All applications must be submitted as instructed on or before 6 p.m. on October 3, 2025. Applications (pages 5-9) may be hand-delivered, sent through mail/inter-school mail, or sent as an attachment via e-mail. (Note: If you plan to hand-deliver your application, keep in mind the closing time of the CCISD Service and Training Center is 4:15 p.m.)

Who decides whether a project gets funded?

The CCEF Review Committee will score the applications based on a scoring rubric. The CCEF Grant Review Committee may be made up of the following members:

- 4 CCEF Directors
- 1 member of the District Leadership Team
- 1 parent of a CCISD student or community member
- Others as determined by the CCEF Board of Directors

When will the grants be awarded?

Determination will be made as to how many grants will be funded this year and presented to the CCISD Board of Directors in November. Annual Awards Day will be determined by the CCEF Board of Directors.

Questions?

Please contact Jessica Tristan, CCEF Administrative Assistant at ccef@ccisd.com or 254-547-1227.

CCEF Innovative Teaching Grant

Title Grant

This page will not be seen by the Review Committee
(Must be typewritten)

Project Title: _____

Do not use campus name in title.

Amount of funds being requested: _____

Name of Applicant(s)

Signature of Applicant(s)

Campus: _____

School subject targeted for grant: _____

Approximate number of students impacted by grant: _____

Contact Person: _____

Email Address: _____

Required Signatures

Campus Principal: _____ Date: _____

Director of Technology: _____ Date: _____

(Required when funds will be used to purchase technology and/or media equipment)

Superintendent of Instructional Services: _____ Date: _____

(Required when requesting curriculum.)

Deputy Superintendent of _____ Date: _____

Operations and Support:

(Required when requesting permanent structures)

Reminder: Do not include the name of your campus or names of teachers or staff on the following pages.

The use of the names will be cause for disqualification.

For CCEF Use Only. Application Received On _____ Time: _____ (Only needed if receive date is on the deadline date)

Via: ☐ Email ☐ Interoffice Mail Hand-Delivered by _____

Application to be Funded: ☐ Yes ☐ No ☐ Fully Funded ☐ Partially Funded

Notes: _____ Funding Amount: _____

Proposal

Abstract of Grant:

Summarize the project in 100 words or less. You may provide additional narrative on a separate sheet of paper, if needed.

Benefits of Proposed Project:

Describe the benefit to Copperas Cove Independent School District students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.

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Details of Proposed Project:

Outline the educational goals and objectives. Indicate if the project is related to a specific Campus Plan goal. Describe who will be involved. Detail what will happen, when, where and how the project will be executed. How will the campus sustain the project? How do you plan to store or maintain the materials when not in use?

Parent/Community Involvement:

Describe how you will gain the participation and support of parents, community and/or business partners.

Specific Methods of Evaluation

How and when will you measure the project's success? Describe the methodology you plan to employ.

Additional Comments

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Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. Remember to consider shipping and handling fees. The Committee will review all requests and has the right to reduce the requested amount based on availability of funds or nature of items being requested. Requests for t-shirts will be considered, but are not guaranteed to be approved for funding. **Don't forget to obtain the proper signatures for permanent structures, technology, or curriculum.**

Please attach photos of the proposed products or materials.

Project Title: _____

Total Project Budget \$: _____

Supplies - Please List:

Budget Item	Vendor (Ensure it is an approved Vendor)	Price

Equipment:

Budget Item	Vendor (Ensure it is an approved Vendor)	Price

Contracted Services (list consultants):

Budget Item	Vendor (Ensure it is an approved Vendor)	Price

Other:

Budget Item	Vendor (Ensure it is an approved Vendor)	Price

Total: _____

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