

**TEXAS HOLOCAUST AND GENOCIDE COMMISSION**  
**2018-19 Educators Grant**  
**Criteria and Procedures**

The Friends of the Texas Holocaust and Genocide Commission (THGC) offers grant funds to Texas educators and educational institutions for civic and social responsibility projects that help accomplish the THGC’s mission to assist students in becoming better citizens through taking responsibility and practicing strong ethical decision making.

**APPLICATION INFORMATION**

Applications will be made available at [www.thgc.texas.gov](http://www.thgc.texas.gov) in July 2018 and completed applications must be submitted by August 30, 2018.

**Required Attachments**

Applicants should only submit the required application form, project narrative, and budget.

**Application Deadline**

To be considered, applications must be **complete and received** by the THGC by **August 30, 2018**. **Applications will not be considered if they do not include a completed application form or if they are delivered after the deadline.** Mailing address information for the application package is given on the application form. Please retain a copy of all submitted material for your files.

**REQUIREMENTS**

Grants require a budget showing actual and in-kind funds spent. Applications may be submitted for at least up to 100% of the project’s cost for a maximum grant amount of \$1,000. Organizations must show time and effort of staff involved, as well as, in-kind services beyond the \$1,000 actually spent. In-kind services, including time on behalf of educators and volunteers, may not be counted toward part or the actual \$1,000 of the grant (see sample budget below).

**BUDGET EXAMPLE**

EXPENDITURES	THGC Grant budget	In Kind (extra)	TOTAL grant + in-kind
<b>Applicant Organization Staff Salaries</b>			
Lead Teacher 32 hours total @\$22.40/hr ( <i>In-Kind</i> )		716.80	
<b>Supplies/Materials: Items necessary to the production of the project</b>			
Video Equipment rental	400.00		
<b>Space rental: Fees for venues where the project will take place</b>			
Theater space (partner donating theater space) ( <i>In-Kind</i> )		275.00	
<b>Printing Fees associated with the project</b>			
Pins and bumper stickers	275.00		
<b>Advertising</b>			
Flyers	\$ 125.00		
Invitation printing and postage fees	\$ 100.00		
<b>Other expenses involved in the production or marketing of the project</b>			
Festival application fee	\$ 25.00		
Registration Fee	\$ 100.00		
<b>TOTAL EXPENDITURES</b>	<b>\$1,025.00</b>	<b>\$991.80</b>	<b>\$2,016.80</b>

## **ELIGIBILITY REQUIREMENTS**

The THGC will accept applications from Pre-K through 12<sup>th</sup> grade educators and educational institutions headquartered in the state of Texas and providing education to Texas students. Examples of acceptable institutions are public schools, private schools, charter schools, school districts, non-profit school organizations, other non-traditional schools, and home schooling teachers and organizations.

The THGC reserves the right to deem ineligible any project or institution that it determines does not meet program requirements.

### **Eligible Projects**

The intent of this project is to help create better local and global citizens of Texas primary and secondary school students through funding civic and citizenship projects and programs. Among other projects, funds may be used for addressing problems in schools or the local community, raising awareness about a public safety concern, recording oral histories with veterans, or developing and funding a school-wide anti-bullying initiative. Busing to museums and other educational institutions and purchase of resources may be included as a portion of more considerable projects. **Of particular interest to the THGC are projects in Spanish or that work with Spanish-speaking students, and those that involve parents, families, and community members.**

### **Restrictions**

The THGC Educators Grant will **NOT** fund the following:

- Proposals that do not meet general eligibility requirements
- Deficiencies in previously completed projects or for unanticipated costs in ongoing projects
- Loans, fines, penalties, costs of litigation or associated interest payments
- Scholarships, internships, staff salaries, administration fees, purchase of awards/cash payments
- Fundraising activities/events or political contributions
- Research and/or scholarly endeavors

## **APPLICATION REVIEW**

### **Evaluation Criteria**

Grants will be evaluated using the following criteria during the review process. An application can receive a maximum of one hundred (100) points.

#### **1. RELEVANCE TO THGC MISSION (0-25 POINTS)**

- The project encourages students to take responsibility for making good choices to help others. (15)
- The project encourages civic responsibility. (10)

#### **2. POTENTIAL IMPACT OF PROPOSED PROJECT (0-25 POINTS)**

- The goals and desired outcomes of this project are clear and aligned to the THGC mission. (10)
- This project will reach an audience underserved by current TGHC projects. (5)
- This project will reach a significant number of individuals. (5)
- There is a high need and urgency for this project. (5)

### **3. PROJECT FEASIBILITY (0-20 POINTS)**

- The size and scope of the proposal is appropriate for the project. (10)
- The applicant can properly complete the proposed project within the required timeline. (10)

### **4. QUALIFICATIONS OF THE APPLYING ORGANIZATION OR INDIVIDUAL(S) (0-10 POINTS)**

- The applicant has significant experience working with primary or secondary students. (10)

### **5. GEOGRAPHIC DIVERSITY (0-10 POINTS)**

- This project will reach Texans in rural/smaller urban settings. (10)

### **6. ESTIMATED COST (0-5 POINTS)**

- The cost and budget expenses are reasonable. (5)

### **7. TIMETABLE FOR PROJECT (0-5 POINTS)**

- The timetable for the project is reasonable. (3)
- The goals and deadlines on the timeline are clear. (2)

#### **Grant Selection**

Representatives from the Friends of the THGC and the THGC will make the final decisions regarding allocation of grant funds. Applicants will be notified whether their applications have been granted or denied by **September 30, 2018**.

The THGC intends to fund up to 10 grant projects per cycle. However, not every grant project will be funded, and those that are may not be funded to the full amount requested. If no qualified applications are received, the Friends of the THGC may choose not to fund any grant projects.

#### **GRANTING PROCEDURES**

The formal award of funds to support the work detailed in the grant application will be made through a legally binding funding agreement between the Friends of the THGC and the Grant Recipient. Once the funding agreement has been prepared, two (2) copies will be sent to the Grant Recipient, who may keep one copy and send the other to the THGC with signature. Please review the agreement carefully and return the original funding agreement(s) to the THGC. Once processed, the Friends of the THGC will mail a check to the Grant Recipient, who may then begin work on the project.

**Proofs or working drafts of all project materials must be submitted for review prior to fabrication or publication. Materials must include the THGC logo, which will be provided, and the following support acknowledgment clause:**

**“The program (or project) is supported by the Friends of the Texas Holocaust and Genocide Commission.”**

#### **RECORD KEEPING**

##### **Expenses Not Eligible for Funding**

Examples of cash transactions that may not be funded:

- Goods or services donated at no cost to the Grant Recipient
- Amount of goods or services reduced or discounted (report only actual amount paid)
- Cost associated with advocacy, lobbying, or political activities
- Late fees incurred by the Grant Recipient or subcontractors for delinquent payment of invoices
- Interest accrued and charged for late payment of invoices

### **Reporting**

Grant recipients must provide a **progress report** updating the commission on project progress and finances, due by **February 15, 2019**. The final update is due by **June 28<sup>th</sup>, 2019**, the recipients are required to submit a complete financial report of expenditures, including receipts for all project expenses. Permissible use forms for all students featured on photographs or videos associated with the project are also due at this time.

**A final narrative report with photos or video documentation must be submitted within four weeks of the project's completion. Any videos featuring student work on the project and final results should be in .wmv, .avi, .mov, or .mpg format. The recipient will submit student releases allowing THGC unrestricted use of all material.**

### **CONTACT INFORMATION**

THGC staff is available to help answer questions you may have about the application, review process, or implementation phases of this program. The primary contact is:

Esther Rivera  
Communication and Education Specialist  
Esther.Rivera@thgc.texas.gov  
512-463-0783

The electronic and physical addresses for the application submittal return of funding agreements, reimbursement requests, and final reports can be found below:

#### **Electronic Submission**

Esther.Rivera@thgc.texas.gov  
Attn: Educator Grant Program

#### **Mailing Address**

Texas Holocaust and Genocide Commission  
Attn: Educator Grant Program  
P.O. Box 12276  
Austin, TX 78711-2276