



Irving Schools Foundation, Inc. Spark Tank Policies and Procedures

Spark Tank Policies

The Irving Schools Foundation, Inc. (the “Foundation”) was established the Spark Tank Program in April 2013 to allow Irving ISD students and teachers the opportunity to apply for funding on innovative and impactful programs having the greatest benefit for the highest number of students, teachers, and campuses.

MISSION STATEMENT - The Foundation provides financial resources to maximize educational opportunities for teachers and students in Irving ISD by funding innovative programs, scholarships, and activities that enhance creativity, leadership, and academic success.

Foundations who grant monetary awards are charged with being good stewards of monies received by their generous donors. The policies below have been created to guide both the applicant and the committee in the grant process. The Foundation reserves the right to change or modify these policies as needed, at any time, and without prior notice to any applicant for Spark Tank grants.

Policies:

1. All applications for Spark Tank grants are required to be educational in nature and align with the Irving School Foundation’s Mission Statement and pillars as outlined in the Spark Tank Procedures.
2. All applications must contain information that is the original work product of the applicant and should not be copied or pasted from another applicant or plagiarized from any other source. Other than providing meeting dates and times, the Foundation staff, officers, and board members may not provide consultation or advice on any original application idea.
3. All budget line items must be for the specific grant application and may not include unknown, ambiguous, or future funding. The total budgeted amount and the detailed breakdown amount must match, and ,between the time of the application submission and the presentation, the amount may decrease, but the amount may not increase. Applications that do not include detailed budgets will not be given consideration.
4. You must be employed by Irving ISD in order to qualify for a Spark Tank grant. The application may not include third party requests from outside agencies.
5. Irving ISD capital expenditures are not eligible for a Spark Tank grant. If necessary, the CEO of the Programs Committee will inquire with district leadership regarding eligibility of such requests and include the response in that month’s packet.
6. Positive Behavior Interventions and Supports are not eligible for a Spark Tank grant.
7. The applicant is responsible for replacing any lost or stolen property received through a Spark Tank grant. The applicant must notify the Foundation immediately (within 24 hours), if this occurrence should arise.

8. The applicant is responsible for ongoing maintenance related to an awarded item, if applicable.
9. All items awarded through Spark Tank grant are the property of Irving ISD and may not be removed if the applicant leaves the district for any reason or relocates to another campus within the district. These include, but are not limited to, materials, publications, hardware, software, etc.
10. In the event a grantee moves to another campus within Irving ISD, the awarded items must remain at the campus on the original application. The grantee may submit a new application for consideration on a grant that is similar in nature and scope for their new campus, if applicable.
11. If a grant is awarded, it must be used for the specific project and budget presented in the application for the grant, and grant funds may not be reassigned for any other purpose without prior written approval by Irving Schools Foundation. If approval for reassignment is denied, the unused portion of the funds must be returned to the Foundation within 30 days.
12. Applicants are allowed to reschedule their live presentation one time after it is placed on the Spark Tank Committee agenda for a live presentation. Failure to appear on the scheduled day will cause ineligibility until the following school year.
13. A Summary Report is due within 30 days of the project completion date. The Summary Report is available on the Spark Tank Procedures page. Failure to submit the Summary Report by the specified time could result in ineligibility for future grants and mandatory return of the Spark Tank funds awarded.
14. The Foundation will limit multi-year grants awarded to the same campus for the same request. The maximum number allowed is three. Exceptions may be considered/granted at the discretion of the Spark Tank Committee. An IISD teacher or employee may not apply more than once per 12-month period for a Spark Tank grant.
15. The Irving Schools Foundation and the Spark Tank Committee reserve the right to deny any Spark Tank grant application for any reason or no reason at all.
16. All applications for Spark Tank grants may require, solely at the discretion of the Foundation, the signature of an Irving ISD administration official.

Spark Tank Procedures

Thank you for your interest in applying for an Irving Schools Foundation/Spark Tank grant. Grants supporting teachers and students of Irving ISD are made available through the generosity of corporate and private donors along with Irving ISD employees who give back through the annual payroll deduction campaign.

Requirements for Spark Tank Applications:

All applications for Spark Tank grants are required to be *educational in nature, align with the Irving Schools Foundation's Mission, and focus on Early Learning, Collegiate Academies, Night Owl Academy, and Capturing Kids' Hearts.*

Irving ISD staff, teachers, or students may apply for grants in any amount if the request aligns with the requirements above and is not already funded directly by the Irving ISD. Applicants are encouraged to apply early because Spark Tank grant requests are very competitive. Student applicants must have an IISD teacher sponsor in order to apply.

Applicants should familiarize themselves with the **Spark Tank Policies** prior to submitting their application so that they will understand the requirements of an acceptable grant application.

Successful Spark Tank grant applicants are prepared, creative, and they clearly delineate the need, intent, impact, educational value, and budgetary need for their request. Grant applications are very competitive. Grants are awarded within the Foundation's Spark Tank budget for the calendar year (January through December).

The Application Process:

- The application process begins with the completion of the Spark Tank Request Form including a detailed final budget (collectively the "Application"). The Application will be denied at this step unless a detailed, line-item budget is included. Applications requesting transportation out of the DFW area require three quotes from Irving ISD-approved vendors. If transportation is required within the metroplex, request one quote from the Irving ISD Transportation Department.
- The deadline for submitting an Application is the **10th of each month**. Any Applications received after the deadline will be scheduled for review the following month.
- The Spark Tank Committee Chair, or a Programs Manager designated by the Spark Tank Committee Chair, will review the Application to determine whether the application meets all requirements.
- Upon final review and confirmation by the Spark Tank Committee Chair and CEO that the request meets all of the requirements above, the Programs Manager will contact the applicant to schedule a time for presentation of the request to the Foundation Spark Tank Committee (the "Committee").
- If it is determined the request does not align with the requirements above, the applicant will be notified that the grant did not meet the requirements and, as such, will not proceed through the process for Committee review.
- The Foundation and the Committee reserve the right to deny any Spark Tank grant application for any reason or no reason at all.
- The Foundation may award grants in total, in part, or not at all, for any reason or for no reason at all solely base on the Committee's discretion. All Committee decisions are final.
- Spark Tank Committee meetings are scheduled on the first Tuesday of each month from January to December, excluding July and August.
- In order to ensure there is enough time to get the Application through the process before the funds are required, the applicant must allow a minimum of 60 days for application review, live presentation, committee decision, and funding.

It's time to go live – what to expect:

Step #1 - The applicant(s) will have 7 minutes to present the innovative and/or impactful idea to the Spark Tank Committee. The presentation may include any type of media such as power point, handouts, or visuals. This is a wonderful opportunity for students to participate in presenting and we welcome students taking lead roles in pitching the idea.

Step #2 – At the conclusion of the presentation, the Committee will take 3-5 minutes to ask clarifying questions related to the materials presented or the budgeted line items.

Step #3 – The applicant and attendees will be asked to exit the room for approximately 5 minutes to allow the Committee to deliberate.

Step #4 – Applicants will be asked to return to the Committee briefing room for the Committee's final decision.

Funding:

Grants approved for funding will be submitted by the Committee to the Foundation for payment. There may be a delay of approximately two-weeks between submitting the grant for payment and the check disbursement. Applicants should be aware that disbursements from the Foundation may not be available based on emergencies, force majeure, or other events or situations beyond the Foundation's control.

Acknowledged and agreed to by:

Applicant: _____
Signature

Printed Name

Irving ISD Campus: _____

Signature of Campus Principal

Printed Name of Campus Principal

Irving Schools Foundation, Inc.
2621 W. Airport Freeway
Irving, Texas 75062

By: _____
Crystal Scanio, President

Irving Independent School District
2621 W. Airport Freeway
Irving, Texas 75062

By: _____

Title: _____

It is the policy of Irving ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973, as amended.