



# TEXAS IB SCHOOLS



## LOCAL ROUNDTABLE GRANT APPLICATION

Six \$1,000 Grants will be awarded (2 DP, 2 MYP, & 2 PYP)

Deadline – January 10, 2025

### ELIGIBILITY

All IB teachers from authorized Texas IB member schools (TIBS) are eligible to apply.

### PURPOSE

The Local Roundtable Grant provides an opportunity for collaboration of IB teachers from a localized area to network, share ideas, and support one another. These grants will help meet the needs of IB teachers who are unable to travel to other areas of the state for training and professional development. In addition, the local roundtables will provide enriching academic experiences for teachers who will, in turn, impact student learning and achievement.

### SELECTION CRITERIA

The grant award committee of Texas IB schools will judge the applications on the following criteria:

1. Plan/goals are clearly defined (1-10 points)
2. Need for roundtable in area & number of teachers/students impacted (1-10 points)
3. Benefits of teachers/students (1-10 points)
4. Schedule, timetable, & budget (1-10 points)

(Maximum of 40 points)

### GRANT AMOUNTS

Each grant amount is \$1,000. Six grants will be awarded (2 for DP, 2 for MYP, and 2 for PYP)

### TIMELINE

The deadline for submitting grant proposals is 5:00pm on January 10, 2025. All proposals should be submitted in electronic form only to the following email address:

Ms. Courtney Smith  
[courtney@texasibschoools.org](mailto:courtney@texasibschoools.org)

*Winners will be notified via e-mail no later than April 25, 2025.*

### EVALUATION

Grantees must provide a written report to Texas IB Schools within thirty (30) days of the conclusion of their project. This report is to include a financial statement and narrative describing the project and how it benefited students and the teacher or certificate of IB training attendance.



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Roundtable title: \_\_\_\_\_

Primary Applicant name: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Additional Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

### *Proposed roundtable information*

Check one: PYP: \_\_\_\_\_ MYP: \_\_\_\_\_ DP: \_\_\_\_\_

Location (school, community center, etc.): \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of your grant proposal should be submitted in electronic form only to the following email address:

Ms. Courtney Smith

courtney@texasibschoools.org

YOUR PROPOSAL MUST BE RECEIVED BY 5:00pm ON JANUARY 10, 2025. YOUR PROPOSAL WILL NOT BE RETURNED. PLEASE MAKE A COPY FOR YOUR RECORDS.



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**PLAN & NEED:** Describe the plan & the need for a roundtable in your area. How many teachers are you hoping to include? What are the goals you plan to accomplish? Why is a roundtable needed in your particular area?

**SCHEDULE/FACILITATORS:** How, when, and where will the roundtable take place? Who will facilitate the sessions? Please include an agenda/schedule of events for the day.



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**BENEFITS:** Explain how teachers and students will benefit from this proposal. How will this roundtable advance professional development goals for teachers in your area? In what ways will students benefit?

**EVALUATION:** How will you determine if this roundtable is successful? Describe any methods to measure the results. How will the school district, teachers, students and parents learn about the results of your project?

**TIMETABLE & PROJECTED BUDGET:** Please include a timetable of events leading up to the roundtable (when will registration open, how will you inform teachers in your area, etc.). Itemize all project costs (i.e. materials, supplies, and food).