



## Grant Application Guidelines

***Please read carefully to fully understand guidelines and expectations. Only grant requests for instructional projects that supplement and align with the district's instructional priorities will be considered. The number of grants awarded will depend upon available funds. Three (3) types of annual grants are available as follows:***

**Instructional Initiatives (maximum award \$10,000/Campus or Team of Teachers; \$5,000/Teacher)** will provide funds for instructional projects that supplement and align with the District's Funding Priorities to support learning on each campus and may be innovative. Grants may include, but are not limited to, the following:

- Supplies and Equipment;
- Special Programs/Projects;
- Learning Centers;
- Learning Rooms; and/or
- Mobile furniture.

**Digital Learning Initiatives (maximum award \$25,000/district; \$10,000/campus)** will provide funds to meet the demands of technology for maximum learning opportunities that may include, but are not limited to, the following:

- Extended learning opportunities for remote and/or virtual learning;
- Improving home access to learning resources;
- Software, services and/or subscriptions to improve student achievement;
- Classroom technology that improves student engagement, interactivity and achievement.

**Professional Advancement Grants (maximum award \$1,500/teacher)** will provide funds for professional advancement activities that may include, but shall not be limited to, the following:

- Certification in specific instructional areas; and,
- Leadership Academy from paraprofessionals to administrators.

### **Application Deadline:**

- Annual grant applications will be due March 31, 2025 by 5:00 p.m.
- Grant applications must be submitted the Kilgore ISD's Eduphoria application.
  - Login to Eduphoria – Formsplace – Submit New Form – Education Foundation

### **Notification of Recipients:**

- Award recipients will be notified approximately 45 days from submission of the proposal

### **Date for Awarding Funds and Availability of Funds:**

- Funds will be deposited in the district account for each recipient no later than August 1.
- Upon notification of grants to be awarded and KISD Board of Trustees acceptance, grant recipients will be provided purchasing guidance and support from the KISD Business Office.
- In general, the purchase of equipment, supplies, physical items, etc. should be completed as soon as possible within the budget year that the grant is awarded.
- The KISD Business Office will track grants and provide periodic reports to the Foundation detailing financial activity of grants.
- ***Any unexpended funds will revert to the Foundation after the conclusion of the grant project at the end of the fiscal year. Grant funds will not be carried over to the next fiscal year.***

### **Applicant Eligibility:**

- Grant funds are limited to Kilgore School District certificated employees.
- In the case of a Department/Building/District proposal, a Project Director **must** be designated to assume overall administrative responsibility for the grant project, and all related correspondence will be so directed.
- The approval of the immediate supervisor of the applicant(s) (e.g. Principal) is required on the application.
- ***Grant funds will only be awarded to projects that directly benefit instructional initiatives, digital learning initiatives or professional advancement grant.***

### **Recipient Requirements:**

- ***Recipients must adhere to all district financial guidelines and policies.***
- Recipients will be requested to provide a final evaluation summary report at the conclusion of the grant project and must be submitted on or before the second Monday of June 2025.
- Recipients may be asked to attend a Foundation Board/School Board meeting to discuss their grant projects.
- ***If the grant application is approved, any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.***
- ***Products/equipment purchased with grant funds become the property of the District.***

### **Project Eligibility:**

- The identified need must complement the district mission and be aligned with the district's curriculum goals.
- The grant project must have a designated time frame for completion.
- The grant project must have measurable objectives.
- Funds **must** supplement, not supplant, normal funding from tax-based sources.
- The proposal must describe how the success of the project will be evaluated.

### **Application Review Process:**

- Proposals shall be competitively reviewed by a designated Foundation Committee.
- Projects will be judged based on their potential to positively impact instruction and academic achievement.
- All proposals will be subject to a blind review relative to the applicant(s).
- Before review by the Foundation, the superintendent or designee will review projects for compliance with the district's instructional priorities. The review is ***not*** for selection of recipients.

### **Grant Summary:**

- ***An evaluation summary is due to the Foundation Office by the second Monday in June of 2026. If a recipient does not submit the evaluation summary, a future grant request from the individual will not be considered.***

### **Application Requirements:**

To be considered for funding, the application must:

- Be grammatically correct and free of spelling errors.
- Be complete (all sections).
- Be free of any identifying information (i.e., applicant or school names) other than on the cover page.
- Describe some method to evaluate the success of the project.
- Be in compliance and approved by superintendent or designee.
- All applications must be entered through the form in the Kilgore ISD's Eduphoria application.
  - Login to Eduphoria – Formspace – Submit New Form – Education Foundation