KILGORE
ISD EDUCATION FOUNDATION

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 $10,000; $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; or,
- Mobile furniture.

Digital Learning Initiatives (maximum award $25,000/District; $10,000/Campus) will provide funds meet the demands of technology for maximum learning opportunities that may include, but are not limited to, the following:
- Mobile classrooms;
- Instructional Technology
- Tutorial Software; or,
- Mobile bus.

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 Thursday, March 10, 2022, by 5:00 p.m.

Notification of Recipients:
- Annual 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 District Accounts.
- 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 signature of the immediate supervisor of the applicant(s) is required on the application.
- ***Grant funds will only be awarded to projects that directly benefit academic achievement.***

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.
- 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 <u>may not</u> replace 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 (on the form provided) is due to the Foundation Office by the second Monday in June. 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 provided with the original plus five additional copies for a total of of six copies.
- Be in compliance and approved by superintendent or designee.
- All applications must be typed, saved on the computer and then printed.

KILGORE
ISD EDUCATION FOUNDATION

APPLICATION FOR FOUNDATION GRANT

NOTE: Review of grant proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs & Allocations Committee. Consideration will be based entirely on the following proposal. Application may be saved on the computer and then printed.

Name of Applicant or Project Coordinator: (limit to one name only):

E-mail Address (required):

Telephone (required): W: H/C:

Is this a Department proposal?   ☐ Yes (If so, list names below.)   ☐ No

Department Members

☐ District   ☐ Building   ☐ Department   ☐ Teacher

Grade Level(s):   Area of Instruction:

Project Title:

Anticipated Project Starting Date: Completion Date:

Total Dollar Amount Requested:

Applicant/Coordinator Signature: _____ Date: _____

Immediate Supervisor Signature:_____ Date: _____

District Technology Director Signature: _____ Date: _____
(Required only if grant includes a technology component)

Please print application and return it with 5 copies (6 total) to:

Kilgore School District Foundation
ATTN: Mark Lane
301 North Kilgore Street
Kilgore, Texas 75662

DO NOT FAX OR EMAIL

Date Received_____

> ***Do NOT include any student names in this application.***

K&LGORE
ISD EDUCATION FOUNDATION

APPLICATION FOR GRANT

☐*Instructional Initiatives*   ☐*Digital Learning Initiatives*   ☐*Professional Advancement Grants*

Project Title:

Implementation Date: Completion Date:

Number of Students Impacted:

Total Amount of Request: Date of Proposal:

Application is from: ☐ District/Campus ☐ Department ☐ Teacher/Classroom

1. Describe in 200 words or less this project and the need for it. **(10 pts.)**

2. Explain in 200 words or less how this project meets the instructional goals of the District's Strategic Plan. List the District Strategic Plan's goals and objectives. **(15 pts.)**

3. List the significant measurable objective(s) of this project. **(15 pts.)**

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4. Describe the methods that will be used to evaluate the objective(s) of the project. **(15 pts.)**

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5. What, if any additional resources will be required from the District to implement this project? *Documentation of approval must be attached, if available.* No penalty if response is None or N/A. **(5 pts.)**

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6. Provide a one-year timeline for the project. **(5 pts.)**

Date	Activity	Resources Needed	Target Date for Completion

7. Describe in 500 words or less any research or additional information that supports your project. **(10 pts.)**

8. In one paragraph of 200 words or less describe how the project has potential to impact students. (This may include any information about the scope and meaning of your project not already covered in the application.) **(15 pts.)**

9. Please list your budget *details* **in order of priority**. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments, including shipping fees. ***NOTE: If this project is funded, the KISD Business office will send periodic financial reports to the Kilgore ISD Education Foundation by the second Monday in June.*** Any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval. **(10 pts.)**

ITEM	VENDOR	ITEM COST	QTY	TOTAL

TOTAL REQUESTED

If this request represents less than 100% of the funding needed for your project, what percentage is covered by this request.   %

Has the remaining funding been secured? ☐ Yes   ☐No

Describe any budgetary impact beyond the initial grant period, e.g., maintenance contract.

Provide documentation of District approval for these costs, if available.

GRANT RUBRIC

This page provided for information purposes only. The Education Foundation will evaluate proposals on the criteria listed below.

Criteria	4	3	2	1	Score
Project Description 10 pts.	**7-10 pts.** A clear, concise and detailed description	**3-6 pts.** Somewhat detailed	**1-2 pts.** Minimal description	**0 pts.** Not addressed	
District Curriculum Plan Congruence 15 pts.	**11-15 pts.** Consistent with District Curriculum Plan goals	**5-10pts.** Somewhat consistent with District Curriculum Plan goals	**1-4 pts.** Not consistent with District Curriculum Plan goals	**0 pts.** Not addressed	
Measuring Objectives 15 pts.	**11-15 pts.** Objectives defined, measurable, obtainable, and address the stated need	**5-10 pts.** Outcomes defined and address a need	**1-4 pts.** Not clearly stated and unable to be measured effectively	**0 pts.** Not addressed	
Evaluation 15 pts.	**11-15 pts.** Identifies specific evaluation activities to determine the effectiveness of the project	**5-10 pts.** Identifies specific evaluation activities which may or may not determine the effectiveness of the project	**1-4 pts.** Evaluation component does not identify specific evaluation activities.	**0 pts.** Not addressed	
Additional Resources 5 pts.	**4-5 pts.** Listed and documentation of approval provided	**2-3 pts.** Listed and approval included but resources not reasonable	**1 pt.** Listed but documentation of approval not included	**0 pts.** Resources not addressed	
Timeline 5 pts.	**4-5 pts.** Clear, defined and realistic dates of timeline provided	**2-3 pts.** Clear timeline and unrealistic dates that may not be attainable	**1 pt.** Timeline not clear or is not realistic	**0 pts.** No timeline included	
Research information to support project 10 pts.	**7-10 pts.** Comprehensive Information and/or research included	**3-6 pts.** Some additional information and or research included	**1-2 pts.** Minimal or limited information included	**0 pts.** None provided	
Potential impact on students 15 pts.	**11-15 pts.** Involves a large number of students with long-term impact	**5-10 pts.** Involves a large number of students with some impact	**1-4 pts.** As written few students impacted	**0 pts.** Not addressed	
Budget 10 pts.	**7-10 pts.** Detailed items and confirmed costs on all requested items	**3-6 pts.** Most items listed and estimated	**1-2 pts.** Some items missing or left blank	**0 pts.** No Budget	
				TOTAL	