

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 Strategic Plan will be considered. The number of grants and grant amount awarded will depend upon available funds. Two (2) types of annual grants are available as follows:

Instructional Initiatives (maximum award \$1,500/Teacher) provide funds for instructional projects that supplement and align with the District's Comprehensive School Improvement Plan. Initiatives may include, but are not limited to, the following:

- Classroom Supplies/Equipment
- Professional Development
- Student Enrichment Activities

Application Deadline:

- Annual grant applications will be due the first Friday in February by 5:00 p.m.
- Instructional Initiatives applications will be due the first Friday in September and first Friday in February by 5:00 p.m.

Notification of Recipients:

- Annual recipients will be notified in April of each school year.
- Biannual recipients will be notified within thirty (30) days from the deadline.

Date for Awarding Funds:

- Funds for approved annual applications are deposited no later than July 15 each year.
- Funds for biannual applications are deposited no later than ten (10) days after approval.
- Funds will be deposited in the District Account for each recipient.
- ***Any unexpended funds will revert to the Foundation after the conclusion of the grant project.***

Applicant Eligibility:

- Grant funds are limited to Kansas City Public Schools certificated employees.
- In the case of a 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.
- All applications must include a SIGNED letter of support from the building principal(s) or designated administrator for whom this program will deliver the greatest direct value to foundation@kcpublicschools.org.
- ***Grant funds will only be awarded to grant projects that directly benefit academic achievement and align with the District's instructional priorities.***

Recipient Requirements:

- ***Recipients must adhere to all District financial guidelines and policies.***

- **Recipients are required to provide a final evaluation summary report and a financial report at the conclusion of the grant project.**
- ***If a recipient does not complete a Grant Summary for a previous year grant, the current grant request will not be considered for funding.***
- Recipients may be asked to attend a Foundation Board/KCPS Board of Directors 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, Strategic Plan and/or be aligned with the District's curriculum goals.
- The grant project must have a designated time frame for completion.
- The grant project must have SMART *Objectives* – the SPECIFIC and MEASUREABLE outcomes to be achieved, why it is believed these outcomes are ATTAINABLE and REALISTIC, and in what TIMEFRAME completion is anticipated.
- Funds may not 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 Internal KCPS Grants Committee will review projects for compliance with the District's Strategic Plan. The review is for informational purposes, **NOT** for selection of recipients.
- Grants awarded will be based on available funds.

Grant Summary:

- ***An evaluation summary (on the forms provided) plus a financial report are due to the Foundation Office by the first Monday in June.***
- ***Annual grant recipients must submit a mid-year evaluation summary by second Friday in January.***

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 a method to evaluate the success of the project.
- Be in compliance and approved (submitted by the foundation director) by the Internal KCPS Grants Committee.
- All applications must be submitted electronically through the KCPSEF portal

