

II. DISBURSEMENT OF GRANTS (WHAT WE FUND)

On average, KCPSEF grants range from \$250 to \$1,500. To be considered, applicants must:

- Align the grant request with one of three categories
 - Project type (check one that best describes your proposal) *
 - Arts and Culture
 - STEM (Science, Technology, Engineering, Math)
 - College and Career Readiness
 - Literacy
 - Other:
- Submit a written request that includes project or program goals, SMART objectives, preferred outcomes, success metrics and a detailed implementation plan
- Agree to undergo ongoing monitoring and reviews by Catalyst personnel
- Agree to submit a written results report by the end of the school year within which the project or program is initiated

Who can apply?

Any teacher, principal, therapist, counselor, or administrator in Kansas City Public Schools may apply for Catalyst grants as long as the intended purpose aligns with the organization's vision and mission.

When can applicants submit requests for grants?

Proposals for the spring semester must be received by January 31st. Spring applications will be reviewed and grant awards announced by March 2018.

Who decides?

The Fund Review Committee consists of members of the KCPSEF Board of Directors and representatives of Kansas City Public Schools familiar with proposed outcomes.

How do I apply?

Applications for KCPSEF grants must include the following information:

1. *Project Overview* – general description of the proposed program or program including WHO, WHAT, WHEN, WHERE and WHY.
2. *Target Population* – describe students to receive primary benefit from the proposed activity or program including grade level, attendance area or location and number of persons to be impacted.



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3. *SMART Objectives* – the SPECIFIC and MEASUREABLE outcomes you wish to achieve, why you believe these outcomes are ATTAINABLE and REALISTIC, and in what TIMEFRAME you anticipate completion.

Example: By **May 2015**, **75%** of students will increase reading comprehension as measured by **Student Reading Inventory (SRI)** at the beginning and end of the school year, raising their Lexile level an average **5% increase** vs. past-five-year trends.

4. *Need(s)* – Document gap(s) between the current state and expected state.
5. *Project Attributes* – Explain why you believe the proposed activity will succeed. Include any past experience and/or research that applies.
6. *Behavior Change* – How will the activity or program change the students, i.e., by project-end what will students be able to DO differently? Link to objectives above.
7. *Benchmarks* – Document at what level students are performing now, including how you made this determination.
8. *Linkages* – Explain how this activity or program aligns with other priorities at a specific Kansas City public school, attendance area or for the target student population as a whole. Include how you will collaborate with other KCPS staff, community leaders or business personnel.
9. *Implementation Plan* – What will you and other program leaders do, and what will impacted students do and by when? Be specific about tasks required for activity or program success. Include a project timeline with key project milestones including interim assessment dates.
10. *Budget* – Explain how you plan to spend funds, separating fees for teacher’s pay, after-school stipends, etc., from expenses for equipment rental or purchase, supplies, shipping, etc. If reimbursement for travel is requested please document separately. Note that all purchases become the property of Kansas City Public Schools.
11. *Sustainability* – If appropriate, explain how you will sustain this program after funding expires. (Not applicable for grants to support one-time events.)
12. *Confirmation of Support* – Include a signed letter of support from the building principal(s) or designated administrator for whom this program will deliver the greatest direct value. No grant will be approved without this confirmation.

All submissions must include the applicant’s name, professional affiliation, home and work address, email address and preferred telephone number. Grant recipients and impacted students should expect KCPSEF to use their likeness, i.e., photographs or video footage, in promotional communications.



What information is required in the Grant Program Results Report?

Upon completion but no later than September 1 of the school year following program implementation, grantees must submit a Grant Program Results Report documenting project outcomes and performance against SMART objectives. The report should include an itemized account of all expenditures. If final costs came in under budget, the report should include a refund via cashier's check payable to the *Kansas City Public Schools Education Foundation*. Failure to provide a complete report within the defined timeframe may disqualify applicant from future grant consideration.