

## 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 Improvement Plan will be considered. The number of grants awarded will depend upon available funds. Two (2) types of annual grants are available as follows:***

### **Technology Grants (up to \$50,000/District; \$15,000/Campus; \$5,000/Team; \$1,500/Instructional Staff)**

Provide funds to enhance existing technology acquire new technology and develop the skills leverage that technology in support of education reforms and student achievement.

Opportunities *may include*:

- Integrated Classroom Technology
- Tablets: One-to-One Technology
- Software and Equipment

### **Instructional Initiatives (up to \$5,000/Campus; \$3,000/Team; \$1,000/Instructional Staff)**

Provide funds to support educators with instructional projects and pursuits that supplement and align with the District and/or Campus Improvement Plan.

Opportunities *may include*:

- Interactive Educational Programs
- Equipment, Supplies and Materials
- Professional Development

### **Application Deadline:**

- Annual grant applications are due before 4:00 p.m. on the 1st Friday in February.

### **Notification of Recipients:**

- Annual recipients will be notified during the KISD end-of-year ceremony.

### **Date for Awarding Funds:**

- Funds for approved annual applications are deposited during the first month of the next fiscal year.
- Funds will be deposited in the District Account for each recipient and will be administered by the KISD Central Office.
- ***Any unexpended funds will revert to the Foundation after the conclusion of the grant project.***

### **Applicant Eligibility:**

- Grant funds are limited to Krum ISD 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 grant projects that directly benefit academic instruction.***

### **Recipient Requirements:**

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

### **Reporting Requirements (if not met, future eligibility may be jeopardized):**

- Recipients will be required to notify KEF of the expenditure when the funds are spent and to provide a list of materials purchased.
- Recipients must present the project to their own Campus during the implementation year.
- Recipients must also make a presentation (project, progress, outcomes) to the Foundation. This presentation may be at a Board meeting, a Committee meeting, or a campus visit by Board and/or Committee members.

### **Project Eligibility:**

- The identified need must complement the District mission and Improvement Plan 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 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 assistant superintendent or designee will evaluate projects for compliance with the District's Improvement Plan. The review is **not** for selection of recipients.
- In the event that a Grant Recipient is reassigned to another campus or district, the KEF Board of Directors will review the grant to determine if funds will be redistributed or if the grant will be discontinued.

### **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 one copy.
- Be in compliance and approved (submitted by the foundation director) by assistant superintendent or designee.
- All applications must be typed, saved on the computer and then printed.



### 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/Team proposal?  Yes (If so, list names below.)  No

List Department/Team Members:

District  Campus  Department/Team  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)*

I, \_\_\_\_\_, the Principal of \_\_\_\_\_, approve this Grant Application and accept full responsibility as the campus administrator to ensure that all KEF guidelines are followed should this grant be awarded to this Applicant. I also agree that this application aligns to District and Campus goals.

**Please print the application and return it with one copy (2 total) to:**

Date Received \_\_\_\_\_  
Code \_\_\_\_\_

**Krum ISD Foundation  
1200 Bobcat Blvd.  
Krum, Texas 76249**

DO NOT FAX OR EMAIL

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



**APPLICATION FOR GRANT**

**Technology Grants**     **Instructional Initiatives**

Project Title:		
Implementation Date:	Completion Date:	
Number of Students Impacted:		
Total Amount of Request:	Date of Proposal:	
Application is from:	<input type="checkbox"/> District/Campus	<input type="checkbox"/> Department <input type="checkbox"/> Teacher/Classroom

1. Describe what your request and your need. Be concise - 200 words or less. **(10 pts.)**

2. List the significant measurable objective(s) of this project. Include TEKS where applicable. **(15 pts.)**  
*Example: Students will improve reading fluency by X% during the school year.*

3. Describe the method(s) that will be used to evaluate the objective(s) of the project. **(15 pts.)**  
*Example: We will conduct a reading fluency assessment X number of times during the school year and chart progress for each student.*

4. 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 N/A. **(5 pts.)**

5. Describe the implementation plan for this project (e.g. planning, execution, wrap-up tasks)? Response should be specific and should correlate to the timeline in question #6. **(15 pts.)**

6. Provide a one-year timeline for the project. Include purchases as well as implementation. **(5 pts.)**

Date	Activity	Resources Needed	Target Date for Completion

7. In your own words, describe specific research or additional information that supports this project or explains other successful implementations. **(10 pts.)**

8. Describe how the project has potential to impact current and future students and how the the materials/methods/etc. will be sustained for the future. **(15 pts.)**

9. Supporting documentation. Please list relevant websites to vendors, success stories, etc. that further enhance your application. Be judicious in what you include - more is not necessarily better. Please also attach brochures if available/applicable. **(0 pts. - No penalty for not answering)**

10. Please list your budget details **in order of priority**. Include specific information on materials, equipment needed and their sources, printing costs, shipping fees, and any other monies needed to fully and successfully implement this project. **Please consider licensing agreements and teacher training, if applicable. Vendors must be District-approved vendors unless product is available as sole source only. (10 pts.)**

NOTE: If this project is funded, copies of all invoices and receipts should be provided to the Krum ISD Education Foundation when the expenditures are made. Any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.

ITEM	VENDOR	ITEM COST	QTY	S/H COST	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 addressed?  Yes     No  
 If yes, please explain below.

**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

Code \_\_\_\_\_

Criteria	4	3	2	1	Score
<b>#1: Project Request 10 pts.</b>	<b>7-10 pts.</b> A clear, concise and detailed description	<b>3-6 pts.</b> Somewhat detailed	<b>1-2 pts.</b> Minimal description	<b>0 pts.</b> Not addressed	
<b>#2: Measuring Objectives 15 pts.</b>	<b>11-15 pts.</b> Objectives defined, measurable, obtainable, and address the stated need	<b>5-10 pts.</b> Outcomes defined and address a need	<b>1-4 pts.</b> Not clearly stated and unable to be measured effectively	<b>0 pts.</b> Not addressed	
<b>#3: Evaluating Objectives 15 pts.</b>	<b>11-15 pts.</b> Identifies specific evaluation activities to determine the effectiveness of the project	<b>5-10 pts.</b> Identifies specific evaluation activities which may or may not determine the effectiveness of the project	<b>1-4 pts.</b> Evaluation component does not identify specific evaluation activities.	<b>0 pts.</b> Not addressed	
<b>#4: Additional Resources 5 pts.</b>	<b>4-5 pts.</b> Listed and documentation of approval provided	<b>2-3 pts.</b> Listed and approval included but resources not reasonable	<b>1 pt.</b> Listed but documentation of approval not included	<b>0 pts.</b> Resources not addressed	
<b>#5: Implementation Plan 15 pts.</b>	<b>11-15 pts.</b> Comprehensive and detailed plan	<b>5-10 pts.</b> Somewhat detailed plan	<b>1-4 pts.</b> Minimal detail provided	<b>0 pts.</b> Not addressed	
<b>#6: Timeline 5 pts.</b>	<b>4-5 pts.</b> Clear, defined and realistic dates of timeline provided	<b>2-3 pts.</b> Clear timeline but unrealistic dates that may not be attainable	<b>1 pt.</b> Time line not clear or is not realistic	<b>0 pts.</b> No timeline included	
<b>#7: Research info to support project 10 pts.</b>	<b>7-10 pts.</b> Comprehensive Information and/or research included	<b>3-6 pts.</b> Some additional information and or research included	<b>1-2 pts.</b> Minimal or limited information included	<b>0 pts.</b> None provided	
<b>#8: Potential impact on students 15 pts.</b>	<b>11-15 pts.</b> Involves a large number of current and/or future students with long-term impact	<b>5-10 pts.</b> Involves a large number of current and/or future students with some impact	<b>1-4 pts.</b> Involves few current and/or future students with minimal impact	<b>0 pts.</b> Not addressed	
<b>#10: Budget 10 pts.</b>	<b>7-10 pts.</b> Detailed items and confirmed costs on all requested items	<b>3-6 pts.</b> Most items listed and estimated	<b>1-2 pts.</b> Some items missing or left blank	<b>0 pts.</b> No Budget	
				<b>TOTAL</b>	





**\* EXPENDITURE REPORT SHEET**  
**FOR STUDENT ENRICHMENT OPPORTUNITY GRANT**  
***FOR DISTRICT/CAMPUS/DEPARTMENT/TEACHER***

SOURCE	ITEM	AMOUNT
	<b>Total</b>	

**\*Attach photocopies of receipts and/or requisitions.**

Campus: \_\_\_\_\_

Title of Grant: \_\_\_\_\_

Date Implemented: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name of Recipient

\_\_\_\_\_  
 Signature of Recipient

\_\_\_\_\_  
 Date

Send to:  
 Krum ISD Foundation ~ 1200 Bobcat Blvd. ~ Krum, Texas 76249