

Keller ISD Education Foundation

Grant Application Guidelines

Award Range

The maximum amount of each individual grant is \$1,000. The total number of recipients in each round will vary, based on the quality of grants, the actual dollars requested and the total funds available in the funding period.

Application Deadline

Grants will be due in Foundation possession or post marked by the second Monday following return from Spring Break (March 26, 2012). Each grant MUST be approved by the building principal and confirmed that strategic goals are being met. (We recommend giving application to your principal by Monday, March 19 to give time for approval.)

Notification of Recipients

Notification will be made upon committee decision and awarded during the “Evening of Recognition” banquet held in May.

Grant Eligibility

- Grants are limited to KISD full or part-time campus professional and support staff members, including teachers, counselors, librarians, and nurses.
- **Extracurricular activities are excluded.** Curricular, as defined by the district, is any activity taking place within the classroom.
- Applicants may apply individually or as a grade-level or subject matter team. In the event of team projects, at **Team Captain** must be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. **Only the Team Captain will be invited to attend the teacher appreciation dinner to accept the grant on behalf of the team.**
- All projects should offer an **innovative, creative** approach to either an identified classroom need or special student-based project.
- **All projects must align with KISD curriculum and be consistent with the district’s strategic plan.**

Grant Guidelines

- Grants are intended to fund the purchase of materials, expenses, and/or equipment
- If funded, all equipment, materials, and ideas become the property of the KISD
- Requests may not exceed the designated amount for the funding period (\$1,000). If project requires additional funding, state how this funding will be secured.
- Building principals must approve all applications and any additional expenses incurred by the school district as a result of this project, as well as strategic plan compliance
- Recipients from the previous grant cycle are ineligible to apply
- Receipts for all expenditures are required
- Recipients may be asked to submit an evaluation of their program to the Foundation

Proposal Review

- The selection committee shall be comprised of Foundation Board and Committee Members.
- All proposals will be subject to number-coded, blind review relative to applicant(s) and specific campus. Accordingly, specific reference to the applicant(s) and campus should be limited to information on the cover page.
- **Please do not refer to the name of your campus or mascot anywhere within the application.**
- The decision of the selection board is final.

Submission of Proposals

- All proposal submissions must be typed. No handwritten applications will be accepted.
- The application and cover sheet can be retrieved from the Foundation web site and completed on your computer.
- Submit 1 (one) copy of the Grant Cover Sheet along with 8 (eight) copies of the application.
- All submissions must be received or post-marked no later than 4:30 PM on the appropriate due date (March 26, 2012).
- Electronically submitted proposals will not be accepted. They must be delivered through campus, U.S. mail, or in person. Late applications will NOT be accepted.
- For questions, please contact the Keller ISD Education Foundation @ foundation@kellerisd.net
- Submit a completed and signed 2011 – 2012 application form to the attention of:

MAIL:

Keller ISD Education Foundation
P.O. Box 101
Keller, Texas 76244

DROP OFF:

Keller ISD Education Foundation, Grant Committee
KISD Central Administration Building
350 Keller Parkway
Keller, Texas 76248