

## **Keller ISD Education Foundation**

### Grant Application Guidelines

#### Award Range

The amount of available funds for grants will be announced prior to each funding round. The total number of recipients in each round will vary, based on the actual dollar requests (\$100 - \$750.00) of the projects as well as the total funds available in the funding round.

#### Application Deadline

**March 26, 2008**

#### Notification of Recipients

Grants will be awarded during our 2<sup>nd</sup> annual “Evening of Recognition” Banquet in mid-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.** Applicants may apply individually or as a grade-level or subject matter team. In the event of team projects, a Team Coordinator **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. All projects must offer an **innovative, creative** approach to either an identified classroom need or special student-based project established by the KISD curriculum framework.

#### Grant Guidelines

1. Grants are intended to fund the purchase of materials and/or equipment or expenses associated with the development or improvement of educational programs within the school.
  - If funded, grant equipment, materials, and ideas become the property of the Keller Independent School District, not the individual.
  - If technology and related items are requested, they must be purchased with the advice of the KISD Technology Department.
2. Grant requests may not exceed \$750.00; applicants whose project exceeds \$750.00 must secure matching funds and state the source of those funds (e.g., PTA).
3. Building principals **must** approve all applications and any additional expenses incurred by the school district as a result of this project (e.g. release days to attend funded event, substitute pay, etc.) Any out-of-state or over-night student travel must be approved by the Superintendent’s office.
4. Previous recipients of a Foundation grant may **not** apply for this grant if you received funding in the Spring of 2007.
5. Receipts for all expenditures are required.
  - If the grant recipient is unable to complete the project as proposed in this application, he/she must notify the Foundation Gift Disbursement Committee Chairperson at once.
6. Recipients whose projects are funded may be asked to submit an evaluation of their program to determine the successful achievement of the stated objectives and to consider the possibility of replication for other schools. The evaluations of the funded projects will be provided to the Keller ISD Education Foundation Board.

#### Proposal Review

The selection committee shall be comprised of Foundation Board/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 are both forms and can be completed on your computer.

Submit 1 (one) copy of the Grant Cover Sheet along with 7 (seven) copies of the application.

All proposal submissions must be received no later than 4:30 p.m., March 26, 2008.

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](mailto:foundation@kellerisd.net)

Submit a completed and signed 2007 – 2008 application form to the attention of:

#### **Mail:**

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

#### **Drop Off:**

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