

# KANSAS CITY PUBLIC SCHOOLS EDUCATION FOUNDATION

## INSTRUCTIONAL GRANTS



### GRANT SUCCESS GUIDE

Our goal is to fund impactful learning experiences for our KCPS learners by advancing the district priorities of Experiential Learning opportunities, Real World Learning experiences and Project Based Learning.



Greetings, KCPS Faculty!

We are excited about your interest in KCPS Education Foundation Grants and trust you will find this Grant Success Guide a helpful tool as you consider applying for a grant. Hopefully all your questions will be answered! If you have previously applied for a grant through the Foundation, you will be pleased to learn that we have simplified our grant program to better serve you and the students of our incredible district!

- Applications are open from the start of the school year and will be reviewed monthly.
- Funding amounts are on a sliding scale based on how many students will benefit from grant funds (see below).
- We have introduced a concept approval step to ensure your project is compatible with our funding goals and to guide you if you are unsure about your idea.
- The application form incorporates the KCPSEF Memo of Intent. (If you've applied for a Foundation grant before, you will appreciate this change!)
- The types of projects we will consider are tied to district initiatives.

We are confident these changes will be helpful to you and benefit our KCPS learners! Please read this guide to learn all about our grants, things to consider before applying, and how to write a great application. Call us at x7685 if you have any questions.

Thanks, Team KCPS!

Your KCPSEF Friend,  
Nicole Collier White, Director

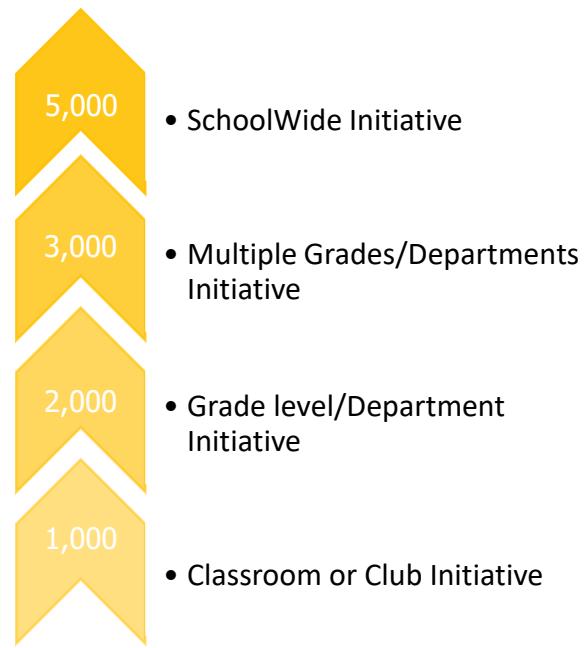
## WHO CAN APPLY?

Teachers, school support staff, counselors, librarians, nurses and social workers can apply for Kansas City Public Schools Education Foundation Grants.

Please note that teaching teams can only receive funding for one grant per school year.

## HOW MUCH CAN YOU REQUEST?

The amount you can request is determined by the number of students who will benefit from the grant. A classroom project can request up to \$1,000, and a school wide initiative can request up to \$5,000. See the graphic to the right!





## WHAT CAN YOU APPLY FOR?

We are excited to fund impactful learning experiences for KCPS students! Project proposals should incorporate one or more of the following KCPSEF and KCPS priorities:

- **Experiential Learning Opportunities**, including outside the classroom
- **Real World Learning** experiences
- **Project Based Learning**
- Projects or experiences that help students gain skills and dispositions
- Classroom supplies or equipment

### PROJECT IDEAS

**ACTIVE** learning rather than passive.

**DOING** or **CREATING** rather than consuming.

### EXPERIENCES

Immersive opportunities with **FIELD EXPERTS**.

Supplies or **EQUIPMENT**.

Experiential Learning

Real World Learning

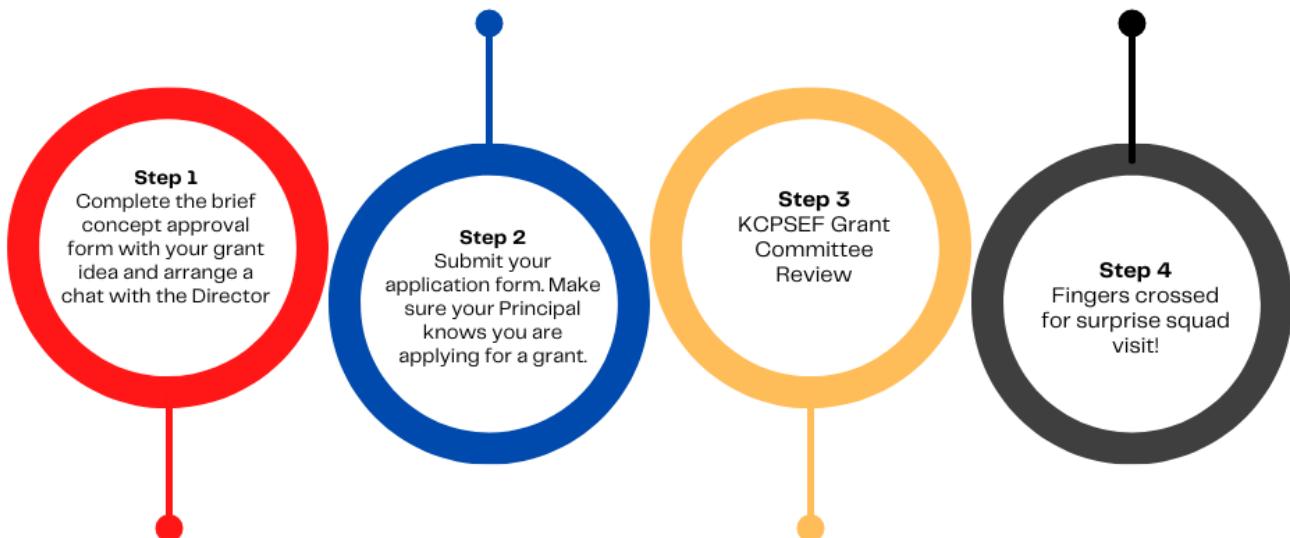
Project Based Learning

Supplies or equipment



# APPLICATION PROCESS

## How will you Redefine the Possible?



We have introduced a concept approval step in the grant application process. This new step will ensure that your project idea is compatible with the Foundation's goals and requirements, increasing the likelihood that your grant will be funded. If your project idea lies outside KCPSEF Grant goals, we'll let you know (gently!), so you don't spend valuable time completing an application with little chance of being selected for funding.

1. Submit your project idea to schedule a chat with the KCPSEF Director. You can complete the form in less than 5 minutes, and the call with the Director will probably take 15-20 minutes. Step 1 will take less than 30 minutes!
2. Submit your application form and budget. (The link to the application form and budget file will be emailed to you if your concept is approved.)
3. KCPSEF Leadership reviews all applications to ensure projects align with district priorities and goals.
4. The KCPSEF Grant Committee reviews all applications and their potential impact on our KCPS students!



## 1 CONCEPT APPROVAL APPLICATION

After you submit the brief concept approval form, our Director will email you to schedule a call. Be prepared to answer these questions:

- Why this project? What inspired it?
- How will your project directly impact students? What is your learning goal?
- How does your project incorporate the KCPS priorities of real world learning or project based learning?
- Would a small pilot be appropriate?
- Have you checked that the resources you need aren't already available in your building or at the district level? Have you talked about your project idea with your school's Innovation Coach?
- When do you plan to implement the project?
- How will you know if your project has been successful? How do you plan to share your project's impact and outcomes with colleagues and the community?
- If your project proposal is approved, you will be emailed the application form and budget!

## 2 APPLICATION FORM & BUDGET

The application form asks for this information:

- Amount of request
- Student population that will benefit from the grant
- Estimated number of students who will benefit from the grant
- Topic/subject your students will be learning about aligns with Project summary *and* a detailed description Project evaluation plan
- Plan for assessing student learning/growth

The budget form should be completed in Excel/Sheets, and you will need to list all the items you would purchase, where they would be purchased from, and if they are necessary or simply helpful for the project's success.

# Pro TIPS

- Don't use jargon. Clearly explain educational concepts.
- Focus on how student learning will be enriched through your project.
- Don't pad your budget with unnecessary items.
- Make sure the amount on your budget matches what you enter on the application form.





## WHEN ARE APPLICATIONS DUE?

- October 28
- November 25
- December 30
- January 27
- February 24
- March 31

Applications\* will be reviewed on a monthly basis and funds will be distributed the following month. Once our designated grant funds have been awarded, we will no longer accept concept approval requests.

\*full applications, not concept approval requests

## APPLICATION FUNDING

If your application is selected for funding, you will be emailed the happy news or surprised in your classroom by KCPSEF! You will be notified by the KCPS Business Office when funds are available.

You will work your building's Administrative Assistant to purchase supplies needed for your project. You can start implementation as soon as you are able! We will reach out occasionally to get a progress update on your project, and we might schedule a visit to see your students benefiting from Foundation grant funds.

If you haven't spent all grant funds by the end of the school year, we will arrange a return of remaining funds to the Foundation through the Business Office.

## REPORTING REQUIREMENTS

In return for funding your project, we want to see your impact!

We ask you to complete a brief final report at the end of the school year or as soon as your project is complete. We need to know if the awarded funds were spent and if the project's outcomes met (or exceeded) expectations!

We also require photos or videos of students engaged in grant-funded learning to share with our supporters.

## WIN-WIN SHARING

We will share about your grant project on social media and in newsletters to our supporters.

Likewise, we encourage you to share about your project made possible through Foundation grant funds in classroom newsletters and your social media.

It's a Win-Win because you get recognized for your efforts to enrich learning for your students, and we get to take credit for funding it! Foundation through the Business Office.