



### *Guidelines for Completing the Application*

## **APPLICATION DEADLINE IS 5:00 P.M. November 1, 2024**

The Kent Schools Foundation provides grants that directly benefit Kent School District students. The purpose of the Classroom Enrichment Grant initiative is to fund projects such as art, music, STEM, reading, field trips, social/emotional programs and unique experiences that enrich student learning in the classroom. Grants help teachers amplify, support and reinforce their daily curriculum with innovative projects that reach students at their level.

Grant awards are typically \$500 or less for each application. In limited circumstances, the Foundation may award a grant greater than \$500. **Applications requesting \$500, or less, will be evaluated prior to those which are greater than \$500.** Each grant application requires approval from the schools' principal. Applications must be submitted through the Foundation's grant email address: [grants@kentschoolsfoundation.org](mailto:grants@kentschoolsfoundation.org).

***Each grant proposal will be evaluated based on criteria which include, but is not limited to, the following:***

- Innovative and educational nature – including student support
- Realistic and achievable goals
- Initial and ongoing benefit to students
- Collaborative effort of two or more teachers. Priority will be given to projects that involve students across a grade level (elementary school) or course level (middle/high school) or between schools.
- Reasonable budget – include KSD transportation cost estimating, as applicable.
- Number of students impacted
- Clarity – applications can be typed or handwritten. Please be clear and concise to help the Committee understand the value of your project.
- Whether the proposal has other resources or funding available for the grant application (i.e. PTSA/PTO, district, service club, etc.).
- Whether your grant can be partially funded and still achieve the goals of the grant.
- The school principal must approve and sign your grant application.

The criteria have no significance as to their relative importance in the order indicated or the weight given to each. They are all important.

***Questions to consider when completing your application:***

- How will your project compliment your current classroom curriculum?
- Will you or your school be able to reuse the materials you receive from this grant?
- How will your project benefit student learning?
- What will be the short term and long-term results of your project? Is this a program that once funded, can be repeated in years to come?



***Non-fundable items:***

- Teacher salary or release time (subs)
- General school materials or supplies not tied to larger grant request theme
- Snacks or meals
- Incentives or rewards
- Computer-related items and software not supported by KSD technology

***Reporting Requirements:*** By accepting Kent Schools Foundation funds, you agree to acknowledge funding and submit a Project Report (available on the Foundation website).

***How to Apply:***

The Grant Application form is short, easy to complete and included below. You must submit your application by the deadline to: [grants@kentschoolsfoundation.org](mailto:grants@kentschoolsfoundation.org)

- **Be sure your Principal approves your application**
- **Late applications will not be considered**

***Who Is Eligible?***

Any Educator of the Kent School District is encouraged to apply for a grant: Teachers, specialists, counselors, nurses, and principals in the Kent School District

***Ownership of Materials or Equipment Acquired with a Grant:***

The materials or equipment acquired with a grant are intended to benefit the students of the Kent School District and shall be retained within the District. Materials or equipment acquired with a grant may be shared by educators within the District and may be transferred between schools, subject to the approval of the Principals involved. The Foundation shall be advised by the Principal(s) when any materials or equipment are transferred or shared between schools.

***Timeline:***

Applications due by: **5:00 p.m. November 1, 2024**

Estimated Grant Announcement date: **November 23, 2024**



## Classroom Enrichment Grant Application

Review the Classroom Enrichment Grant Guidelines prior to completing the application.

**Application deadline: 5:00 PM on Friday, November 1, 2024**

Submit Application and supporting documentation to [grants@kentschoolsfoundation.org](mailto:grants@kentschoolsfoundation.org)

*Applications received after the deadline will **NOT** be considered.*

<b>Project Title</b> (limit to 100 characters or less):			
Is this grant request shared with more than one school?	<input type="checkbox"/> yes <input type="checkbox"/> no	School(s):	
No. of students benefiting:		Grade Level(s):	
Is this grant request for an activity that will occur during the school day or after school hours?		<input type="checkbox"/> in-school <input type="checkbox"/> after school	
<b>Project Summary:</b> Provide a short description of what you plan to do and how grant funds will be used (limit to 250 characters or less).			
<b>Total request</b> from Kent Schools Foundation.		\$	
<b>Signature(s):</b>			
Project Leader:		E-mail:	
School:		Position:	
<b>Principal(s) Commitment:</b> I have read this proposal and will support its implementation. This project is compatible with Kent School District policies, but cannot be fully funded through our building budget.			
<b>Principal Signature(s):</b>			



## Project Proposal

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- 1. Project Description.** Describe your project, including how students will be involved, and how the project enhances their educational experience. If this project is an after-school activity, provide information on how you will select students to participate.
- 2. Student Outcomes.** List and describe specific student skills, abilities, or behaviors expected to result from this project.
- 3. Pre- and post-activities.** Describe how you plan to prepare your students in advance of the project/activity and how you will follow up with them.
- 4. Project metrics.** Describe how you will evaluate the success of the project and the measurement(s) or assessment(s) you will use.
- 5. Project Timeline.** Include a brief timeline for this project and the anticipated completion date.
- 6. Grant acknowledgement.** List at least two ways in which you intend to acknowledge Kent Schools Foundation funding for this project.



**Project Budget**

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Include itemized costs for this project in the table provided. If using outside resources, attach cost documentation (program brochure and cost, equipment price list, etc.). Be sure to include the name of businesses that will be contracted. Include expenses necessary for the project even if you do not intend to have Kent Schools Foundation pay for them.

Item	Cost	% of Total Project Costs	Funding Source KSF, PTSA or other - be specific
<b>TOTAL COST OF PROJECT:</b>	\$		
<b>TOTAL \$ REQUEST FROM KSF:</b>	\$		

**PLEASE ATTACH** cost documentation to this application, if applicable.