



EDUCATOR GRANT APPLICATION CHECKLIST

Important Information

Key Program Dates:

- August 1 – September 30:** Application Submission Period
- October – December:** Application Review & Recipient Selections
- December/January:** Recipient Notifications
- January – May 2024:** Grant Project Purchasing Period
- January – December 2024:** Implementation & Reporting

Brainstorm

- ☐ **1.** Think of a project that will engage your students and help them to understand a concept better.
- ☐ **2.** Make sure your project is innovative, aligned with district goals, and achievable.
- ☐ **3.** Look for grant ideas online from other education foundations or other resources.
- ☐ **4.** Decide if you'll apply for the grant individually or work with a group. Individuals are able to apply for up to \$2,500 for grant projects, and groups are able to apply for up to \$5,000. The person that is actually completing the application on behalf of a group will be designated the Project Lea and will assume overall administrative responsibility for the project.
- ☐ **5.** Talk to others about your idea to see if it is innovative and aligned with the district goals. Other teachers, leadership, and curriculum coordinators may all have great ideas and feedback!

Research

- ☐ **1.** Look online for articles that support your project.
 - a.** HINT: Education.com offers free scholarly articles by grade and subject.
- ☐ **2.** Create a timeline of your project and what it would take to carry it through to completion.
- ☐ **3.** You will need prior approval for all grant projects from your campus principal or district-level administrator. As well, you will need approval from Matt Vrlenich in the Technology Department for any grant projects that would include technology purchases and approval from Elizabeth Garza in the Facilities Department for any grant projects that would include facility modifications (shelving, painting, cabinets, landscaping, furniture purchases, playground equipment, theatrical lighting, sound systems, etc.).

Write

- ☐ **1.** Make a rough draft of your grant in a Word or Google document.
- ☐ **2.** Simplify! Write as though the person reading your grant doesn't know anything about education. Avoid using terms such as TEKS.
- ☐ **3.** Be succinct. Remember, each section limits the amount of characters that you write.
- ☐ **4.** Start early! Give yourself plenty of time to get through the grant submission process and to get help from others, if needed. Keep in mind that your campus principal or district-level administrator will need

to review and approve your application after you submit it. Be sure to leave them plenty of time to do so before the application deadline. However, there will be a slight grace period for application approval to take place if applications are submitted on the day of the deadline.

Budget

- ☐ 1. Research what materials are needed, as well as the cost. Make sure that you are getting the best deal for the items you'll need.
- ☐ 2. Make sure that you are using district-approved vendors. Your campus secretary should have a list of these vendors or they can be found on K-Cloud under Finance, and then Purchasing.
- ☐ 3. Remember, grants are not intended to fund transportation, salary, stipends, or other non-educational expenses.
- ☐ 4. If you can't find a district-approved vendor, talk to your campus secretary to inquire about completing a New Vendor Addition Request.
- ☐ 5. Be sure to budget for shipping and handling costs as a separate line item.

Proofread

- ☐ 1. Recruit others to help you proofread for clarity, grammar, and spelling.
- ☐ 2. Double and triple check spelling and punctuation. Grammarly.com can serve as another "pair of eyes" for free.
- ☐ 3. Make sure that you have not included ANY identifying information in Sections 4-9. Applications that include names, campuses, or mascots in these sections will be automatically denied. The scoring process is a blind scoring process and thus these sections need to remain anonymous to the person scoring your application.

Submit

- ☐ 1. Copy & paste your draft into each individual field of the online application. Be sure that you are periodically clicking the "Save" button on the left-side navigation.
- ☐ 2. When you are ready to submit, click the "Save" button one last time, followed by the "Submit" button.

Try not to stress! The Keller ISD Education Foundation is here to support you. If you have questions along the way, feel free to reach out to us at info@kisd.foundation.net or (817)744-1050.