



# KJ7 Education Foundation Teaching Resource Grant GUIDANCE

## General Information

Thanks for your interest in the **KJ7 EDUCATION FOUNDATION Teaching Resource Grants!**

Teaching Resource Grants enable educators in District #283 to utilize new methods, equipment, materials and strategies to help students to learn and succeed in school. Teaching Resource Grants provide funds for the purchase of supplies and equipment for these programs/projects which are beyond the regular school budget.

We are specifically interested in programs/projects that have not been offered or used in your classroom, grade, subject matter area, or building.

### *Grant Application Sections*

The Teaching Resource Grant application includes four sections: 1) Cover Page; 2) Application; 3) Budget; 4) Grant Report. The Cover Page, Application and Budget are submitted as an application package; the Grant Report with is submitted following completion of their program/project.

### *Sharing With Other Educators*

As well as telling us about your program/project in the application, we ask applicants to describe how you would share your experience and lessons learned with other district educators if your program/project is funded. This sharing could be a short presentation at a staff meeting or in-service or another means agreed by you and your principal.

### *Deadline*

Deadline for 2019 grant applications is January 15, 2019.

Grant awards for the 2018-19 cycle will be announced on or by January 20th and be available for the spring 2019 semester. A Grant Report is required at the conclusion of every grant.

## Details

- **Eligible Applicants** are teachers and administrators of Kendrick Joint School District #283 (Idaho).
- **Funded programs and projects** are instructional and classroom materials, parent involvement programs, and other approaches/equipment/materials/tools that stimulate and engage students and families in student learning. The program/project must be in compliance with district standards and curriculum goals, and all applications require a principal's signature. Grants will not be awarded for continuing education or travel for staff, or items that should be covered in the school's operational budget such as core texts and school supplies. Grants will not be awarded for expansion or continuation of previously funded projects.



- **Grant Award Amounts** are based upon the educational quality of the proposed program/project, the opportunity to introduce a new or different approach to instruction and learning, and upon grant funds available. Be aware that an award may cover only a portion of the total project cost.

Our intent is to award:

- **Grants up to \$500** to individual teacher-initiated programs or projects.
- **Grants up to \$1,000** for programs or projects initiated by teams, departments or the school district.
- **Complete proposals include the 1) Cover Page, 2) Application and 3) Budget** as detailed in this application guidance. The **Grant Report** is to be submitted at the conclusion of the program/project. The report helps us to account for our investment in your program/project.
- **The Proposal Budget** should detail all expenses related to the program/project. Note: All supplies and equipment purchased entirely or partially with Teaching Resource Grant funds become the property of the district.
- **Grant Fund Disbursement** will be from a designated district account to purchase directly or to reimburse the grantee/recipient, requiring an invoice with receipt which clearly identifies the expense as from the budget. The district serves as the fiscal sponsor for the grant. (This procedure offers fiscal accountability for us, the district and the recipient.)
- Grant funds must be spent within one year. The **Grant Report** must be submitted before the grant recipient(s) can apply for another grant.

## Selection Process

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Grant applications must be submitted in hard copy with original signatures to the **KJ7 EDUCATION FOUNDATION**. All grant applications received by the deadline will be reviewed for completeness. Complete grant applications will be reviewed according to the following general criteria:

- Educational innovation and program/project originality
- Evidence that students will directly benefit from the program/project supported by the grant funds
- Reasonable and detailed budget

## Submit to:

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Please submit the **1. Cover Page, 2. Application and 3. Budget** by the deadline. A hard copy with original signatures should be mailed to KJ7 EDUCATION FOUNDATION, P.O. Box 503, Juliaetta, ID 83535, or enclosed in a large envelope and dropped at the high school or elementary school office. The Cover Page will not be included during the review process.



# KJ7 Education Foundation Teaching Resource Grant

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## 1. COVER PAGE

Program/Project Title: Enter text		Grant Amount Requested: Enter text	
One Sentence Summary of the program/project: Enter text			
Subject(s): Enter text		School (s) Enter text	Grade(s) Enter text
Estimated Start Date: Enter text		Estimated Completion Date: Enter text	
Have you received funds for this program or project from the school district? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>APPLICANT(S)</b> <input type="checkbox"/> Individual Application <input type="checkbox"/> Team Application			
<b>Name(s) of Applicant(s)</b>		<b>Signature(s) of Applicant(s)</b>	
Name: Enter text School/Grade: Enter text			
Name: Enter text School/Grade: Enter text			
Name: Enter text School/Grade: Enter text			
Grant Contact Person: Enter text		Phone: Enter text	Email: Enter text
		Address: Enter text	
Signature of Principal		Date	



# KJ7 Education Foundation Teaching Resource Grant

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## 2. APPLICATION

Please help us understand your program/project, the resources you need, the activities you intend to do, how your program/project will improve student learning, knowledge, skills, performance and/or behavior in District #283.

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- Program/Project Title: Enter text
 

<input type="checkbox"/> Individual Application <input type="checkbox"/> Team Application	Grant Funds Requested: Enter text
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- One sentence summary of your intended program/project:  
Enter text
 

Subject(s): Enter text	School (s) Enter text	Grade(s) Enter text
  
- Beneficiaries: Persons to be reached through your program/project:
  - Students #Enter text
  - Parents # Enter text
  - Teachers # Enter text
  
- This program/project is     New to district     New to building     New to me/us
  
- Have you received prior funding for this program/project from the district or any other source?     NO     Yes, from Enter text
  
- Specific educational aims:
  - a) Describe the **educational goal** of your program/project.  
Enter text
  - b) What **educational need** does it address (specific to district #283)?  
Enter text
  - c) What is/are your **learning objective(s)**?  
Enter text
  - d) What is/are the learning **activity/activities** participants will engage in?  
Enter text
  - e) How will you measure the **learning outcomes** from your program/project?  
Enter text
  - f) How does this program/project **support or compliment district and building goals**?  
Enter text
  - g) Why do you believe this program/project is a **promising approach** to meet your educational goal?  
Enter text
  - h) If a team application: How will your team share and use the supplies/equipment purchased with the grant?  
Enter text

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- Resources/inputs:
    - a) What **resources** do you need to accomplish your program/project (human, financial, organizational, facility and other)? (Please itemize needed supplies and equipment purchases on the budget sheet.)  
Enter text
    - b) **What do you already have** you can use to support this program/project?  
Enter text
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- Timeline: (note: funded programs/projects must be complete within one year of grant award)
    - a) Estimated **start date**  
Enter text
    - b) Estimated **completion date**  
Enter text
    - c) Any **potential delays** that could arise from equipment/material orders or other reasons?  
Enter text
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- Program/Project Partners: Identify any **school and/or community partners** involved in the project and describe their roles.  
Enter text
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- How did you learn of this method or tool, or come up with this idea?  
Enter text
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- How do you intend to **share the lessons learned** from this grant-funded program/project with other educators in the district?  
Enter text
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# KJ7 Education Foundation Teaching Resource Grant

## 3. Budget

**Title:**

**Grant Request:**

BUDGET		
Itemized Purchases Using Teaching Resource Grant Funds		
Item	Justification <small>(short sentence explaining why this item is important)</small>	\$ Cost
<ul style="list-style-type: none"> <li>▪ Supplies/Materials <input type="text"/></li> </ul>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> <li>▪ Equipment <input type="text"/></li> </ul>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> <li>▪ Contracted Services <input type="text"/></li> </ul>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> <li>▪ Other <input type="text"/></li> </ul>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		\$ <input type="text"/>
Readiness	How long will it take you to assemble and/or purchase the resources you need for the program/project after you are awarded the grant? <input type="text"/>	
Other financial support for the program/project	Do you have other sources of income to support all or part of this project? If so, please list source and amounts. <input type="text"/>	

► *Note: All items entirely or partially purchased with Teaching Resource Grant funds become the property of District #283.*



# KJ7 Education Foundation Teaching Resource Grant

## 4. Grant Report

Please tell us about your program/project's successes and challenges. Submit your Grant Report at the conclusion of your grant, mailing to KJ7 EDUCATION FOUNDATION, PO Box 503, Juliaetta, Idaho 83535 or drop at the high school or elementary school office.

Failure to submit this report will make you and your partner(s) ineligible to receive a grant from the KJ7 EDUCATION FOUNDATION in the future.

<input type="checkbox"/> Program/Project Title: <input type="text" value="Enter text"/>		<input type="checkbox"/> Grant Funds Requested: <input type="text" value="Enter text"/>	
<input type="checkbox"/> Individual Application <input type="checkbox"/> Team Application		<input type="checkbox"/> Grant Funds Spent: <input type="text" value="Enter text"/>	
Grant Contact Person: <input type="text" value="Enter text"/>	Phone: <input type="text" value="Enter text"/>	Email: <input type="text" value="Enter text"/>	Address: <input type="text" value="Enter text"/>
Co-Applicants (if any)	Name <input type="text" value="Enter text"/>	Name <input type="text" value="Enter text"/>	Name <input type="text" value="Enter text"/>
<input type="checkbox"/> One sentence summary of your program/project (from application): <input type="text" value="Enter text"/>			
Subject(s): <input type="text" value="Enter text"/>	School (s) <input type="text" value="Enter text"/>	Grade(s) <input type="text" value="Enter text"/>	

1. How many students directly benefitted from this project?
  
2. How many educators were directly involved in this project?
  
3. What was the goal of your Teaching Resource Grant program/project?  
  - a. Did you achieve this goal? Why or why not?
  
4. What did students learn from the project?
  
5. Describe how you evaluated the student outcomes.



6. What do you consider the most successful aspects of the program/project?

Enter text

7. Were there unexpected challenges or complications with the program/project? Please describe.

Enter text

8. Were there unexpected benefits or positive impacts from the program/project? Please describe.

Enter text

9. How has this project strengthened the overall curriculum?

Enter text

10. Do you believe this program/project has value as a future teaching/learning aid? Why or why not?

Enter text

11. Would you use this program/project again or recommend it to others? Any changes you would make?

Enter text

12. How and when did you share the lessons you learned from this program/project with other district educators?

Enter text

13. Did you take photographs during your program/project?  Yes  No

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Please add any other information or comments you'd like to share with the KJ7 EDUCATION FOUNDATION about your grant-funded program/project – Thank you!

Enter text