



KJ7 Education Foundation **Teaching Resource Grant** **GUIDANCE**

General Information

Thank you for your interest in the **KJ7 EDUCATION FOUNDATION Teaching Resource Grant!**

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 Grand Report within is submitted following completion of the 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 the 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.

Grant Cycles:

The grants are available year round **OR** You can follow our fall/spring grant cycle.

Fall Application Deadline: October 15th; Fall Report Deadline: October 15th of following year

Spring Application Deadline: February 15th; Spring Report Deadline: February 15th of following year

A grant report is required at the conclusion of every grant.

Details

- **Eligible Applicants** are teachers and administrator 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 text and school supplies. Grants will not be awarded for expansion or continuation of previously funded projects.



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GUIDANCE - CONTINUED

- ❖ **Grand Award Amounts** are based upon the education 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 \$1000** for programs or projects initiated by teams, departments or the school district.

- ❖ **Complete proposals include the sections:** 1.) Cover Page; 2.) Application; 3.) Budget; 4.) Grant Report. as detailed in the 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.
- ❖ **Grand 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

Grant applications must be submitted in hard copy with original signatures to the KJ7 EDUCATION FOUNDATION. All grant applications received 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:

Please submit the first 3 sections of your proposal. A hard copy with original signatures should be mailed to KJ7 EDUCATION FOUNDATION, PO Box 503, Juliaetta, ID 83535, or enclosed in an envelope and left at the high school or elementary school office. The cover page will not be included during the review process.



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COVER PAGE

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



KJ7 Education Foundation Teaching Resource Grant 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.

Program/Project Title:		
<input type="checkbox"/> Individual Application	<input type="checkbox"/> Team Application	Grant Funds Requested: \$
One sentence summary of your intended program/project:		
Subject(s):	School(s):	Grade(s):
Beneficiaries: Person(s) to be reached through your program/project:		
<input type="checkbox"/> Student(s)	<input type="checkbox"/> Community Member(s)	
<input type="checkbox"/> Parent(s)	<input type="checkbox"/> Teacher(s)	
This program/project is <input type="checkbox"/> New to district <input type="checkbox"/> New to building <input type="checkbox"/> New to me/us <input type="checkbox"/> New to Community		
Have you received funding for this program/project from the district or any other source?		
<input type="checkbox"/> No <input type="checkbox"/> Yes, from:		
Specific educational aims:		
<ul style="list-style-type: none"> • Describe the educational goal of your program/project. • What educational need does it address (specific to district #283)? • What is/are your learning objective(s)? • What is/are the learning activities participants will engage in? • How will you measure the learning outcomes from your program/project? • How does this project/program support or compliment district and building goals? 		



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Application - *Continued*

- Why do you believe this program/project is a promising approach to meet your education goal?
- If a team application: How will your team share and use the supplies/equipment purchased with the grant?

Resources/inputs:

- What resources do you need to accomplish your program/project (human, financial, organizational, facility and other)? (Please itemize needed supplies and equipment purchased on the budget sheet.)
- What do you already have you can use to support this program/project?

Timeline: (note: funded programs/projects must be completed within one year of grand award)

- Estimated start date: _____
- Estimated completion date: _____
- Any potential delays that could arise from equipment/material orders or other reasons?

•Program/Project Partners: Identify any school and/or community partners involved in the project and described their roles:

•How did you learn of this method or tool, or come up with this idea?

•How do you intend to share the lessons learned from this grant-funded program/project with other educators in the district?



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3. Budget

Title:	Grant Request: \$	
BUDGET		
Itemized Purchasing Using Teaching Resource Grant Funds		
Item	Justification <small>(Short sentence explaining why this item is important)</small>	\$ Cost
• Supplies/Materials:		
• Equipment:		
• Contracted Services:		
• Other:		
TOTAL		\$
Readiness	How long will it take you to assemble and/or purchase the resources you need for the grant/program after you are awarded the grant?	
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.	

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



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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.

Program/Project Title:		Grant Funds Requested: \$	
<input type="checkbox"/> Individual Application <input type="checkbox"/> Team Application		Grant Funds Spent: \$	
One sentence summary of your intended program/project (from application):			
Subject(s):	School(s):	Grade(s):	
Grant Contact Person:	Phone:	Email:	Address:
Co-Applicants (if any)	Name:	Name:	Name:
<ul style="list-style-type: none"> • How many students directly benefited from this project? • How many educators were directly involved in this project? • What was the goal of your Teaching Resource Grant program/project? <ul style="list-style-type: none"> • Did you achieve this goal? Why or Why not? • What did students learn from the project? 			



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4. Grant Report - *Continued*

- Describe how you evaluated the student outcomes.
- What do you consider the most successful aspects of the program/project?
- Were there unexpected challenges or complications with the program/project? Please describe.
- Were unexpected benefits or positive impacts from the program/project? Please describe.
- How has this project strengthened the overall curriculum?
- Do you believe this program/project has value as a future teaching/learning aid? Why or why not?
- Would you use this program/project again or recommend it to others? Any changes you would make?
- How and when did you share the lessons you learned from this program/project with other district educators?
- Did you take photographs during your program/project? YES NO

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!