Grant Writing Workshop

Spring 2021
Professional Learning
Grant Opportunities
Grant Writing Workshop Objectives

- Provide a format for writing grant proposals
- Review the submission and selection criteria
- Pass on tips for a successful application
- Review KISD requirements for travel
- 2021 Distribution - $30,000
Killeen ISD Education Foundation

Goals

- Inspire educators to ensure profound learning experiences for our students
- Enhance student academic performance
- Recognize & reward innovative instruction for items not normally included in campus budget
- Encourage and facilitate the creation of pilot programs for the District
Professional Learning Grant Guidelines

- NO MAXIMUM AWARD AMOUNT – BASED ON TYPE, LOCATION & NUMBER OF PERSONS ATTENDING THE TRAINING
- MUST FOLLOW KISD TRAVEL GUIDELINES
- EMPLOYEES TRAVELING TOGETHER SHOULD SUBMIT 1 APPLICATION PER GROUP
- REGISTRATIONS ARE PAID BY PURCHASE ORDER. MEALS, TRAVEL, MILEAGE, ETC. WILL BE REIMBURSED TO INDIVIDUALS UNLESS USING A CAMPUS CREDIT CARD
- APPLICANTS MUST BE A FULL-TIME EMPLOYEE OF KISD
- NO FUNDING FOR POST GRADUATE STUDIES, SUBSTITUTES OR SALARIES
KISD Travel Guidelines

- KISD is allowing full-time staff members to travel within the State of Texas; however, the conference must provide flexible cancellation policies that allow the attendee to cancel and receive a refund. Documentation to that regard needs to be submitted along with the request for payment of the registration. The rule applies to hotels.

- No air travel is permitted. No travel outside the state of Texas is permitted. Vehicle mileage will be reimbursed.

- Vendors must ensure refunds if the attendee cancels and that documentation must be submitted from the vendor that this is their policy. Otherwise, employees must attend virtually.

- KISD Administrative Procedures for Travel:
  V-C
  V-B
  Purchasing Manual
Grant Application Sections 1-2

- Applicants may only be listed as Coordinator for one grant.
- Add name and campus of all other applicants.
- If an original grant winner cannot attend training, replacements will be at the discretion of Principal.
- Conference Information.
Grant Application Section 3

1. **Summary**: Describe your proposed project and how it corresponds to campus, district, and Foundation goals. Identify your goals - broad & general statements that suggest WHY you are writing the grant. They should provide a general direction & describe a desired future condition.

2. **Needs Assessment**: What problem or challenge will this project address? Analyze strengths, weaknesses, opportunities and threats (SWOT)

3. **Objectives**: How? - Identify your objectives - specific & measurable statements of HOW you will reach your goal.

4. **Alignment**: Show incorporation of TEKS and The 3 Essentials+1 model to your application.

5. **Evaluation**: Evaluation strategies should be directly tied to goals & objectives; how will you demonstrate deliverables? How will you demonstrate success in goals and objectives?

6. **Partial Funding**: If your request is not fully granted, do you have other funding sources?

7. **Recognition**: How will you recognize the Education Foundation and Donors?

8. **Registration**: Show Registration Deadlines, Early Bird Discounts, etc.
Selection Criteria

- Supports district, campus, and Foundation goals
- Funds items not normally included in the campus budget
- Emphasizes student academic performance
- Impacts a large number of students or teachers
- Incorporates sound evaluation procedures
- Represents a creative & innovative approach to accomplishing goals & objectives
- Application should be presented clearly & logically
- Professional Learning Grants—conferences/workshops should align with the KISD philosophy and the applicants must bring materials back to share and implement at the campus
Do’s of Grant Writing

Do...

- Proofread your work
- Explain how your idea is creative & innovative
- Spell out acronyms the first time they are used
- Be persuasive and creative. Grab attention of readers!
- Check KISD travel guidelines & procedures
- Choose from vendors on the KISD Purchasing website
  - KISD Vendor List
- Call the Education Foundation with questions: 336-0181
Don’ts of Grant Writing

Don’t...

- Request money for substitutes, salaries or for persons who are not approved vendors of KISD
- Identify your campus or staff in the text of the grant
- Let grant money go unspent! Funds must be used by deadline
We are ONLINE!

THE APPLICATION LINK IS AVAILABLE AT

www.KilleenEducationFoundation.org
Final Submission: Section 4

Make sure you have uploaded all required documents before submission 😊

- The excel budget sheets and signature page are downloaded in section 4 of the application OR on our website at [www.KilleenEducationFoundation.org](http://www.KilleenEducationFoundation.org).

- Fill out the excel budget sheets, save and upload in section 4

- Your Signature and Phone Number as well as the Signature of your Principal or Supervisor are required for all applications. Once you have obtained all signatures, scan the completed document and upload in section 4 before submission.
The Excel Budget templates are available in the online grant application or online at www.Killeenisd.org – Departments – Education Foundation.

Are you applying for Employee Travel or will you bring in a Consultant/Speaker? Note two (2) different budgets:
- Employee Travel Budget
- Consultant/Speaker Budget

Per Diem Meals *

Travel *
- KISD vehicle
- Personal Vehicle

*(rates for meals and travel will be available in Foundation Grant Links at www.KilleenEducationFoundation.org)
2021-2022 Grant Timeline

Professional Learning

- Applications are due April 5, 2021
- Grant patrol (it’s a surprise!)
- 1st Cycle money available approx.: May 3rd – 14th
- 1st Cycle money to be used by Aug 31, 2021
- 2nd Cycle money available Sept 1 - May 1, 2022
- Grant Evaluation reports will be required of all winning grants
Good Luck!

Submit your application no later than 4:30 p.m. on Monday, April 5, 2021

KILLEEN ISD EDUCATION FOUNDATION

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