



Classroom Engagement Grants

Fall 2022 Check List

Now that you have your winning idea, make sure you have a winning application! Follow these steps to help ensure you submit a completed application for review.

Application

- Complete all 4 sections of the online application.
- Budget - Complete START HERE tab and Page tabs in the Excel format. Attach the budget excel spreadsheet to the online application.

**Note:* Visit with your campus financial secretary to ask questions while writing and administering your grant. This person will be your best resource throughout the grant process.

- Obtain approval signatures from ALL Principals (campuses) and/or Supervisors (departments) associated with the grant on the **signature page**.
- Obtain approval signatures from ALL Campus Technologists associated with the grant (only if applying for technology items).

**Note:* The signature page for ALL required signatures is on the Foundation website (www.KilleenEducationFoundation.org) under 'Campus Engagement Grants'.

Review

- Proofread - reread the application to check for errors. Give to a friend to review.
- Ask the Foundation Staff - the Education Foundation office will review applications up to ONE week prior to the application deadline and provide feedback. Submit your request for review via email to joyce.hodson@killeenisd.org no later than **Friday, October 14** to allow time for review and feedback.

**Note:* The Education Foundation Staff will not select winning grant applications. Grant selection is completed by the Education Foundation Classroom Engagement Grant Committee.

Submit

- Submit completed application online by 4:30pm on Friday, October 21, 2022
- Submit original signature page (download from www.KilleenEducationFoundation.org) by 4:30pm on **Friday, October 21st**. You may submit the signature page via campus mail or deliver to the Foundation office: 200 N W.S. Young Drive Killeen 76543.

**Note:* Plan accordingly when using campus mail to ensure the application is received in the Foundation office by the deadline.

No grant application will be considered complete until signed pages are received.