KILLEEN ISD

EDUCATION FOUNDATION

Grant Writing Workshop

2023 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

- 2023 DISTRIBUTION: $33,500
  - $1,500 designated for counselors & curriculum specialists
  - $2,000 designated for Pat Carney Elementary staff
  - $30,000 for Killeen ISD educators

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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**

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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

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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. <u>Summary</u>: 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. <u>Needs Assessment</u>: 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. <u>Alignment</u>: Show incorporation of TEKS and The 3 Essentials+1 model to your application.
5. <u>Evaluation</u>: evaluation strategies should be directly tied to goals & objectives; how will you demonstrate deliverables? How will you demonstrate success in goals and objectives?
6. <u>Partial Funding</u>: If your request is not fully granted, do you have other funding sources?
7. <u>Recognition</u>: How will you recognize the Education Foundation and Donors?
8. <u>Registration</u>: 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 is presented clearly & logically
- Conferences/workshops should align with the KISD philosophy
- 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

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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

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THE APPLICATION LINK IS AVAILABLE AT

www.KilleenEducationFoundation.org

We are ONLINE!

Professional Learning Grant Application

KILLEEN ISD

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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

- 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.

Excel Budget

- **The Excel Budget templates are available in the online grant application or online at www.Killleenisd.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 Quick Links at www.KilleenEducationFoundation.org)

2022-2023 Grant Timeline

Professional Learning

- Applications are due April 3, 2023
- Grant patrol (it's a surprise!)
- 1st Cycle money available approx.: May 1st – 12th
- 1stCycle money to be used by Aug 31, 2023
- 2nd Cycle money available Sept 1- May 1, 2024
- 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 3, 2023

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