

**Dr. Dan Kahler Innovative Teaching Grants Program  
2023-2024 SITE GRANT FACT SHEET**

**GUIDELINES**

- All North Kansas City Schools staff members may apply for **Site Grants of up to \$3,000**. The Site Grant must benefit students and impact multiple schools, an entire school, one grade level or department within a school, an entire program, or a curriculum area. **Examples are** 1) literacy support for a school's third-grade teachers; 2) a student wellness program developed by Food and Nutrition Services, and 3) project materials for a middle or high school's science department.
- Grants should fund projects **not** already provided for in site and district budgets. If a grant winner retires, resigns, or leaves the district, grant materials stay within the district and the winning school/department. If a winner transfers within the district, the grant materials may transfer too.
- Site Grants cannot fund teacher compensation, **but they may be used for training or release time if needed for the project**. Administration must approve any absences resulting from grants. Please note that grants may not be used to earn advanced degrees.
- A grant application will be considered in one category only. For instance, an application for a Site Grant will not be considered for a Teaching Grant. Submit separate applications with separate budgets.
- When creating a budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants, and the selection committee may consider partial funding.
- Objectives and outcomes should be consistent with site and district goals.
- **NOTE: If your grant application includes technology or software, you must consult with the district's instructional technology coordinators. All grants requesting Apple devices and apps must be approved by and purchased through the district's IT department.**
- To maintain anonymity, **please do not use your name or school name in the grant title or to answer application questions. ONLY** include this information in the Project Overview.
- Continuing grants are not guaranteed funding and will not be approved for more than three years.
- Projects awarded grant funds must be completed **by June 30, 2024**.
- Grant winners may be asked to give verbal and/or visual presentations of their projects at future Education Foundation meetings or events, such as the Fall Breakfast Student Showcase.

*(Continued on next page)*

## APPLICATION PROCESS

- Access the online grant application at <http://www.nkcschoolsfoundation.org/grants-for-staff/kahler-grants-program>. **Be sure to select the appropriate application link:** Teaching Grant, Site Grant, STEAM Teaching Grant, OR STEAM Site Grant.
- **NOTE: Kahler grant applications will now be submitted through Microsoft Forms. You must log in to Microsoft Forms using your district credentials for access. All application prompts and questions are included below for your reference.**
- You must provide the name of your principal/administrator confirming their approval.
- Submit your grant application via Microsoft Forms by **5 p.m. Friday, March 3, 2023. Printed or emailed applications will not be accepted.**
- View tips for writing grants and previous winners at [www.nkcschoolsfoundation.org/grants-for-staff](http://www.nkcschoolsfoundation.org/grants-for-staff).

## CRITERIA FOR SELECTION

Selection for funding Site Grants will be based on these criteria:

- Project shows innovation, is supported by research, and will provide enhanced learning opportunities for students.
- Project will impact multiple schools, an entire school, one grade level or department within a school, an entire program, or a curriculum area.
- The project need is clearly identified and tied to district goals and your improvement plan.
- Goals, instructional plans, and a timeline are clearly outlined.
- The number and description of students who will benefit are included.
- Assessments exist and are measurable.
- The grant idea can be replicated and shared with others.
- Your budget is realistic, specific, and not a duplication of existing resources.

## TIMELINE

- **December 2022** – Grant applications are available.
- **March 3, 2023** – **Grant applications are due by 5 p.m.**
- **April/May 2023** – Winners are surprised during the **Great Grant Giveaway**.
- **May 2023** – Feedback is given to applicants whose grants were not selected for funding.
- **May 2024** – Winners provide a **Grant Summary Form** to the Education Foundation.

## QUESTIONS?

Contact Midori Carpenter, Education Foundation Director  
[midori.carpenter@nkcschools.org](mailto:midori.carpenter@nkcschools.org) or (816) 321-6987

2023-2024 SITE GRANT APPLICATION SAMPLE

PROVIDED FOR INFORMATIONAL PURPOSES ONLY –

SUBMIT YOUR APPLICATION ONLINE: <https://forms.office.com/r/xcnK3WgH2Z>

Name: \_\_\_\_\_

School/Site/Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

New Grant: \_\_\_\_\_ Continuing Grant\*: \_\_\_\_\_

If Continuing Grant, Years Awarded\* \_\_\_\_\_

\* Continuing grants will be approved for no more than three years.

Project Title: \_\_\_\_\_

(This title will be used in media releases and by the Education Foundation for promotion.)

Elementary School: \_\_\_\_\_ Middle School: \_\_\_\_\_ High School: \_\_\_\_\_ Other: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

To maintain anonymity, please do not use your name or school/department name to answer application questions. Please limit your response to each prompt to 250 words or less. Responses over 250 words will be cut off at the character limit when sent to the review committee.

- **Describe your project/goal(s).**
  - How will you use fresh, thoughtful, and creative ways to provide enhanced learning opportunities for students?
  - Demonstrate that your goal(s) is measurable, realistic, clearly stated, and supported by research.
  - If this is a continuing grant, what have you learned, how have you applied it, and how do you plan to improve it?
- **Demonstrate your need.**
  - Discuss how your site, program or curriculum area will benefit from this project.
  - Show how your need is tied to student achievement and your site improvement plan and/or district goals.
- **Describe your instructional plan.**
  - Describe your instructional objectives. Show how your plan is curriculum-based.
  - Outline your timeline. Be specific about activities and completion dates.
  - If this is a continuing grant, how does your instructional plan differ from the last grant?
- **Provide the approximate number of students involved. Can your grant be continued or replicated with existing technology/materials? How will you share with other staff and/or sites?**
- **Explain your assessment.**
  - How will you assess student performance on the instructional objectives related to this project?
  - How is your assessment relevant and connected to district/site goals and course- or grade-level expectations?
- **Detail your budget request.**
  - Be specific and accurate. The total budget amount must be equal to the amount requested.
  - Funds will not be awarded for budgeted items available from district resources. (These include textbooks, technology, central inventory items and shipping/handling for district resources.)
  - If the total project amount exceeds \$3,000, list other sources that will help fund the project.

*I accept the obligation – should my grant be awarded – to document the project, complete a Grant Summary Form, and, if requested, make a verbal and/or visual presentation of my project at an Education Foundation meeting or event.*

**Applicant(s) Verification\*\*:** \_\_\_\_\_

*This grant is consistent with the site improvement plan and district goals and not a duplication or replacement of district resources.*

**Principal/Administrator Approval\*\*:** \_\_\_\_\_

*(If a principal submits this application, please obtain the signature of a Superintendent's Cabinet member.)*

**If applicable, your technology request was reviewed by:** \_\_\_\_\_