



Navigating AwardSpring: A Guide for Kahler Innovation Grant Applicants

This guide will walk you through the process of applying for a Kahler Innovation Grant using the [NKC Schools Education Foundation's AwardSpring platform](#). Please note that this software is primarily used for scholarship applications, so some built-in features reference "scholarships" rather than "grants."

Start by navigating to <http://nkcgrants.awardspring.com>.

You will land at the login page.

A screenshot of the AwardSpring login page. At the top right is the NKC Schools Education Foundation logo. On the left is a vertical navigation menu with three items: "Scholarships" (with a graduation cap icon), "Sign In" (with a right-pointing arrow icon), and "Register" (with a person icon). The main content area is titled "Sign In" and contains two input fields for "Email" and "Password". Below the password field is a "Forgot password" link. A yellow "Sign In" button is positioned below the fields. Below the button is the text "Don't have an account?" followed by a yellow "Register" button. The background of the page is a photograph of a group of diverse children sitting on bleachers, wearing 3D glasses and looking upwards with excitement.

TO LOG IN:

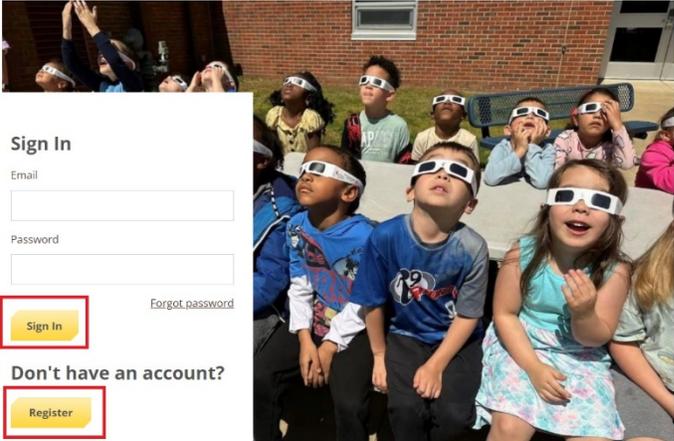
Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.

Register: You do not have an account. You will be directed to a registration page. Enter all required information, click the agreement box, and click the Create Account button.

Scholarships

→ Sign In

👤 Register



Sign In

Email

Password

[Forgot password](#)

Sign In

Don't have an account?

Register

Register [Already have an account? Sign in](#)

Email

Phone

✓ Valid

+1 816-321-0000

First Name

Last Name

Password

Confirm Password

Create Account

Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

Accept Agreement

Cancel

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed here.

Click the **Start Application** button to begin submitting your Project Proposal.

The screenshot shows a dashboard with a left-hand menu containing 'Dashboard', 'Scholarships', and 'Application'. The main content area is titled 'Welcome Staff!' and features a 'Complete Application' section. This section includes instructions: 'Fill out your application to unlock opportunities. Once you finish the application, we will automatically match you to all opportunities you're eligible for.' Below this is a progress bar at 0% and a large 'APPLY' button. To the right, a notification states 'You have 1 item(s) to complete' and lists an 'Application' due 2/28/2025 with a 'Complete' button.

This step will take you to a “Get Started” tab and show you the following basic questions:

Applicant name, Applicant position/ title, District email address, School phone/ extension or cell phone number, and Grant site location(s)

The screenshot shows the 'Application for Staff Name' page. The left-hand menu has 'Application' selected. The main content area has a 'Get Started' tab highlighted in orange. Below the tab, there is introductory text: 'We can't wait to learn more about your bright idea for a Dr. Dan Kahler Innovation Grant!' and 'Once you provide the basic information below, the **Project Proposal** form will appear in your AwardSpring dashboard. Complete the Project Proposal (approximately ~ 5 minutes) and the Education Foundation will contact you within 2 business days to schedule your follow-up call.' This is followed by 'Important Notes:' and a bullet point: 'Project Proposals will be accepted through February 16, 2025. This deadline allows time for potential applicants to hold a Project Proposal call and complete the Kahler Innovation Grant application (if approved to move forward) before the February 28 final deadline.' Below this is a note: 'Please download and review the **Grant Guidebook** before submitting this form to ensure an understanding of the application/award process and our funding priorities.' At the bottom, there is an input field for 'Applicant name:' with a red arrow pointing to it and a note '10 word(s) left'.

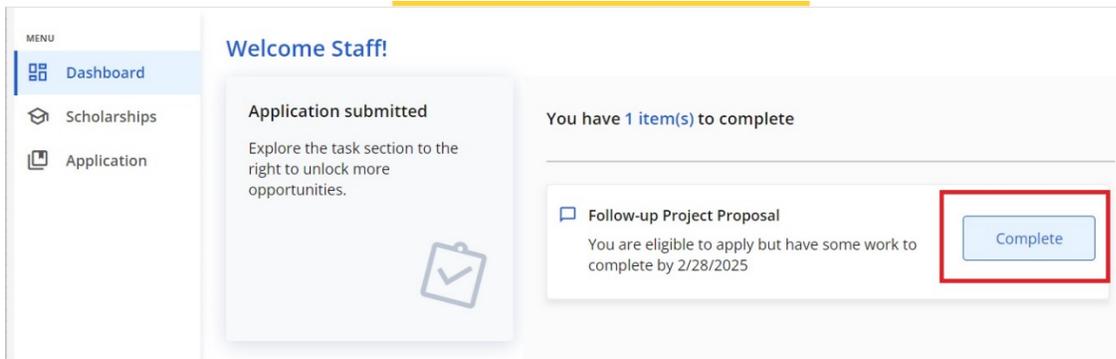
Answering those questions will enable the **Submit Application** button in the lower right corner. Click it to unlock the Project Proposal form.



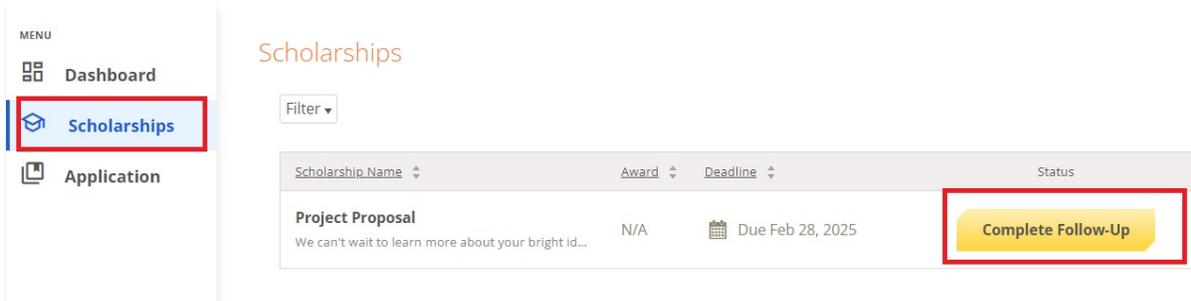
You will be directed back to your **Dashboard**. From that screen or the “Scholarships” tab, click the “Complete” button or “Complete Follow-Up” to finish your Project Proposal.

Remember: anytime you see “Scholarships,” think “Grants”!

Dashboard View:



Scholarships Tab View:



The Project Proposal will ask you for the following information:

- *Project name*
- *Grant Level*
- *How much funding do you plan to request within the grant level range?*
- *What student population will your project benefit?*
- *Estimated number of students who will directly benefit from this project*
- *What topics/ subjects will your students be learning about?*
- *Which Kahler Innovation Grant priority/ priorities does your project best align with?*
- *3 options of days/ times for a brief call to review your project proposal*

When you've answered all questions, the Submit Application button will activate. Click to submit your Project Proposal form.

✓ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application



PAUSE! Once your Project Proposal has been submitted, Education Foundation staff will contact you within two business days to schedule your Project Proposal Call. Please reference the **Grant Guidebook 25-26** for detailed information about this call.

If your idea aligns with the priorities and goals of the Kahler Innovation Grant program, you will be given access to the full grant application in AwardSpring. Your Dashboard or the Scholarships tab will now prompt you to click the "Complete Follow-Up" button for the Kahler Innovation Grant Application.

Dashboard View:

MENU

- Dashboard
- Scholarships
- Application

Welcome Staff!

Application submitted

Explore the task section to the right to unlock more opportunities.

You have 1 item(s) to complete

- Follow-up Kahler Innovation Grant Application
You are eligible to apply but have some work to complete by 2/28/2025

Complete

Scholarships Tab View:

MENU

- Dashboard
- Scholarships
- Application

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
Kahler Innovation Grant Application We can't wait to learn more about your bright id...	N/A	Due Feb 28, 2025	Complete Follow-Up
Project Proposal We can't wait to learn more about your bright id...	N/A	Due Feb 28, 2025	Applied

Please read all instructions and tips provided as you complete the Kahler Innovation Grant application. The budget template and scoring rubric will be linked and downloadable from this screen. The application will request the following information and should take 1-2 hours to complete:

- *Amount of request*
- *Student population that will benefit from the grant*
- *Estimated number of students who will directly benefit from the grant*
- *Topic/subject your students will be learning about*
- *Kahler Innovation Grant priority (or priorities) the project best aligns with*
- *Project summary and a detailed description*
- *Project evaluation plan*
- *Plan for assessing student learning/ growth*

After answering all the questions, uploading your completed budget file, and entering all approvals, click the **Submit Application** button to submit your application.

Thank you for sharing your bright idea for a Kahler Innovation Grant!

Applications are due the last Friday of each month through February 2024 Applications (not Project Proposals) will be reviewed monthly, and funds will be distributed the following month. If your application is selected for funding, you will be emailed the good news or surprised in your building by the Education Foundation and district leaders. You will be notified by the Education Foundation/ Finance when funds are available, typically within 4 weeks of the monthly deadline when it was reviewed.

✓ You applied for this scholarship on 7/8/2024

Submit Application

If your application is selected for funding, the Education Foundation and district leaders will email you the good news or surprise you in your building during the month following receipt of your completed application.

Please reference the **Grant Guidebook 25-26** for additional details on rolling grant cycle dates and other important information regarding program priorities, the application/ review/ award process, and tips for applicants.

If you have any questions about navigating AwardSpring, please email foundation@nkcschools.org or call (816) 321-5550, and the Education Foundation will be happy to assist you!

