

# The Kansas City, Kansas School Foundation for Excellence



## 2009 - 2010 Teaching For Learning Grant Application Package

*Please return to:*

**Kansas City, Kansas School Foundation for Excellence**  
4601 State Ave Suite 38, Kansas City, KS 66102  
or  
Apply online @ [www.kcksffe.org](http://www.kcksffe.org)

**Deadline: February 1, 2010**

## **Introduction**

The Kansas City, Kansas School Foundation for Excellence (FFE) is a non-profit community foundation chartered to fund innovative educational programs for Kansas City, Kansas Public Schools. The total amount of funds available for a given year depends upon the success of FFE's fundraising and investments. The Foundation may allocate up to 75% percent of funds raised each year for grant awards.

This packet provides guidelines to the Foundation's annual grant process and a copy of a grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

## **What do FFE grants support?**

Kansas City, Kansas Public Schools faculty and administrators may apply for funding in support of enrichment projects that benefit Kansas City, Kansas Public Schools students. FFE funds a broad range of projects, from those that focus on traditional academic subjects, the visual and performing arts, and those that promote multi-cultural and community learning experiences.

FFE-funded programs should enhance, but not duplicate, the standard public school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curricula in a meaningful way. The Foundation encourages projects that demonstrate a partnership between teachers, schools and parents. FFE grants do not underwrite basic school needs. If you have questions about whether your project would merit consideration by the FFE Annual Grant Committee, feel free to contact Shelley Coulter (913)279-2091, email [shcoulter@kckps.org](mailto:shcoulter@kckps.org).

## **Who decides whether a project gets funded?**

The FFE Board of Directors Committee reviews grant applications.

## **What makes an annual grant application successful?**

- The application must be complete and comply with deadlines. It should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators. It must include all authorizing signatures.
- The proposal should demonstrate creativity and innovation in educational programming and target a significant number of Kansas City, Kansas Public Schools students.
- The project may seed an initiative that could be later replicated in other schools or grades or expanded as a large grant promising to benefit students in future years.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach students in multiple classrooms, grade levels or schools.
- If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used. Technological hardware requests need to be pre-approved by Kansas City, Kansas Public Schools Director of Technology Information Services.
- The proposal should provide a plan for additional non-FFE funding, if necessary.

- The applicants agree to account for and report on the project once funded.
- The proposal should not seek repeat funding for a previously approved project or retroactive funding for an existing project.
- The proposal should not seek funds for transportation or substitute teachers.

### **The Process**

The following accepting dates and deadline dates for the 2009 – 2010 school year:

**Accepting grant applications opening date January 11, 2010.** Applications may be sent or hand-delivered to the Education Center, 4601 State Ave, Kansas City, KS 66102

**Deadline for grant applications will be February 1, 2010 by 4:30 pm.**

**Awards will be announced by mail, by February 8, 2010**

**FFE GRANT APPLICATION FORM**

*(Must be typewritten or neatly written with black ink)*

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

Amount of funding requested from FFE: \_\_\_\_\_

Applicant name(s) and association with school(s): \_\_\_\_\_

School(s)/groups targeted for grant: \_\_\_\_\_

Approx. # of students impacted: \_\_\_\_\_

Project Leader(s): \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Abstract of Grant:**

*Please summarize the project in 250 words or less on this page. You may provide additional narrative on a separate sheet of paper, if needed.*

### Benefits

*Please describe the benefit to Kansas City, Kansas Public Schools students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.*

### Details of Proposed Project

*Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.*

Proposed Schedule

*Describe the project's timeline, including start and completion dates.*

Specific Methods of Evaluation

*How and when will you measure the project's success? Describe the methodology you plan to employ.*

Additional Comments

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. *If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by the School Department's Director of Media and Technology Services, to ensure compatibility.*

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

Total Project Budget: \$ \_\_\_\_\_ Total FFE Funds Requested: \$ \_\_\_\_\_

<u>Expense Category</u>	<u>Amount Requested from FFE</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<u>Materials</u>	_____	_____	_____
<u>Equipment</u>	_____	_____	_____
<u>Fees</u>	_____	_____	_____
<u>Other (Specify)</u>	_____	_____	_____
<u>Total</u>	_____	_____	_____

Sources and amounts of non-FFE funding

<u>Funding Source:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Signature(s) of applicant(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Comments and Signature of Principal(s) and/or Superintendent:

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Comments and Signature of the Director of Media and Technology Services (if requesting funds for technology equipment)

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**FFE Grant Application Form  
Commitment Letter**

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

As the party (is) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all Kansas City, Kansas School Foundation for Excellence funds expended as part of this grant.
- Submit a final project report within thirty (30) days of completing this grant, but no later than March 1, 2010.
- Secure appropriate media opportunities within the school, with other schools in Kansas City, Kansas District 500 and the Business Community. Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to your FFE Staff or one of the Foundation for Excellence Co-chairs.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Note: Final Annual Grant Report Forms will be sent with grant award letters.

Applicant(s) signature(s):

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Date: \_\_\_\_\_

Principal(s) and/or Superintendent signature(s):

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Date: \_\_\_\_\_