

2023-24 SCHOOL YEAR

Grant Guidebook

Dr. Dan Kahler Innovation Grants



NKC Schools
**Education
Foundation**



GRANT GUIDEBOOK



WHAT'S NEW
WITH
KAHLER GRANTS?

Your Roadmap to Grant Success

Thank you for your interest in the Dr. Dan Kahler Innovation Grants Program. This Grant Guidebook was created to be a helpful resource for you as you consider applying for a grant. We have made some significant changes to the program for the 2023-24 school year to simplify the application/award process and better serve you and your students.

- **Applications are rolling throughout the year and will be reviewed monthly.**
- **Funding ranges have been expanded based on how many students will benefit directly from grant funds.**
- **The application process now includes a Project Proposal step to ensure your idea aligns with program funding priorities and to provide support if you are unsure about your idea.**
- **We are focused on projects tied to district initiatives focused on experiential learning.**

We hope you find this guide and the program updates beneficial! Please read for more information on what to consider before applying and what makes a great application.

Call x5550 or email foundation@nkcschools.org with questions!

Midori Carpenter, Director
Sharman Blankenship, Executive Assistant



NEXT: FAQ's



FAQ'S



EVERYTHING
YOU NEED
TO KNOW!

Kahler Grants 101

WHAT ARE KAHLER INNOVATION GRANTS?

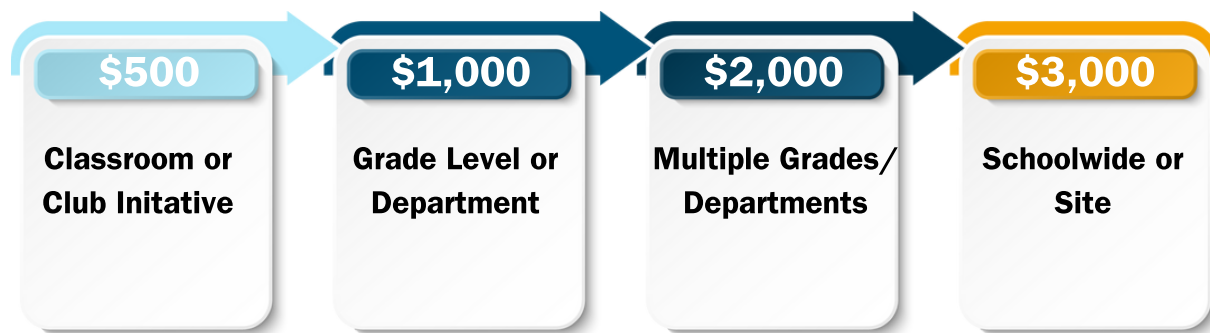
The Dr. Dan Kahler Innovation Grants Program enhances teaching and learning opportunities across NKC Schools. Awarded grants demonstrate creative, innovative and effective ways to meet students' needs, while increasing their motivation to learn and achieve measurable outcomes.

WHO CAN APPLY?

Any NKC Schools staff member can apply for Dr. Dan Kahler Innovation Grants.

HOW MUCH CAN I REQUEST?

The funding ranges are determined by the number of students who will benefit from the grant. Classroom or Clubs may apply for up to \$500, and a school-wide or site project may request up to \$3,000.



WHAT CAN YOU I APPLY FOR?

We are excited to fund extraordinary educational experiences for NKC students. Project proposals should incorporate one or more of the following priorities:

- **Experiential Learning Opportunities** including outside-the-classroom experiences like field trips
- **Real World Learning Experiences**
- **Project Based Learning Units**
- Projects or experiences that help students gain skills, literacies, and mindsets identified in the **Portrait of a Graduate** (should include at least 3 of 7 competencies)

While we appreciate the need to replenish classroom materials such as books and STEM supplies, we will not fund the purchase of these types of supplies unless they are a component of a larger project.

NEXT: PROCESS



APPLICATION PROCESS



STEP
BY
STEP

5 Steps to Success

1. Project Proposal

The first step in the application process is a project proposal to ensure that your idea is compatible with the program's goals and requirements, increasing the likelihood that your grant will be funded. If your idea doesn't align with Kahler Innovation Grant goals, we'll let you know so you don't spend valuable time completing an application with low chance of being funded.

After you submit your [Project Proposal](#) form (5-7 min to complete), Education Foundation staff will email you to schedule a 15-20 minute call. Please be prepared to answer these questions:

- *Why this project? What inspired it?*
- *How will your project directly impact students? What is your learning goal?*
- *How does your project incorporate the priorities of Experiential Learning, Real World Learning, or Project-Based Learning?*
- *Would a small pilot be appropriate?*
- *Have you checked that the resources you need aren't already available in your building or at the district-level?*
- *Have you talked about your project idea with your leader or IT (if applicable)?*
- *When do you plan to implement the project?*
- *How will you know if your project has been successful?*
- *How do you plan to share your project's impact and outcomes with colleagues and the community?*

If your Project Proposal is approved, you will be emailed the application and budget form!



Step 1

[Project Proposal Form](#)
(5-7 min)

Follow-up call
(15-20 min)

Step 2

Application Form
(1-2 hours)

Step 3

Review to ensure alignment with district priorities

Step 4

Grant Committee Review

Step 5

Find out if your wish will be GRANT-ed!

NEXT: STEPS 2-5



APPLICATION PROCESS



STEP
BY
STEP

(Continued)

2. Application Form & Budget

If your Project Proposal is approved, it's time to write your application! The application form asks for the following:

- 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

BUDGET TIPS

The budget must be completed in Excel and show an itemized listing of purchases and expenses, vendor(s), and if they are necessary or simply helpful for the project's success.

3. District Review

Key district-wide staff will review applications to ensure alignment with NKC Schools priorities

4. Grant Committee Review

The Grant Committee reviews all applications for their potential impact on our students.

Step 1

Project Proposal Form (5-7 min)

Follow-up call (15-20 min)



Step 2

Application Form (1-2 hours)



Step 3

Review to ensure alignment with district priorities



Step 4

Grant Committee Review

Step 5

Find out if your wish will be GRANT-ed! Grant winners will be notified the month following their [full application submission](#)

APPLICATION TIPS

- Don't use jargon. Clearly explain educational concepts so anyone can understand.
- Focus on how student learning will be enriched through your project.
- Make the connection between your project and Kahler Innovation Grant goals very clear. The Portrait of a Graduate is a great resource to reference.
- Don't pad your budget with unnecessary items.
- Make sure the amount on your budget matches what you enter on the application form.
- Proofread before you submit and avoid unnecessary grammatical mistakes.

NEXT: REVIEW & AWARDS



REVIEW & AWARDING



THIS IS
THE
FUN PART!

**APPLY
EARLY!**

- OCTOBER 27
- NOVEMBER 24
- DECEMBER 29
- JANUARY 26
- FEBRUARY 23
- MARCH 29

*APPLICATIONS
WILL OPEN IN
AUGUST FOR THE
2024-25 CYCLE

WHEN ARE APPLICATIONS DUE?

Applications are due the last Friday of each month through March 2024. Applications* will be reviewed monthly, and funds will be distributed the following month. **Once designated grant funds have been awarded, we will no longer accept Project Proposals.** Check our website to ensure we are still accepting applications: nkcschoolsfoundation.org/grants-for-staff/kahler-grants-program.

*Full applications, not Project Proposals

QUESTIONS?

We are here to help! Contact x5550 or foundation@nkcschools.org if you have questions.

TIME COMMITMENT

We approximate the following time commitment to complete an application:

- **Project Proposal** Form (5-7 min) and Phone Call (15-20 min)
- **Application and Budget** (1-2 hours)

APPLICATION FUNDING

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 will work with your building or department Administrative Assistant to purchase supplies or manage expenses related to your project. The Education Foundation will contact you for an update on your progress as needed, and may schedule a visit to see your students benefiting from your grant.

REPORTING REQUIREMENTS

In return for funding your project, we want to see your impact!

We ask you to complete a brief final report at the end of the school year or as soon as your project is complete. We need to know if the awarded funds were spent and if the outcomes met (or exceeded) your expectations!

We also require photos or videos of students engaged in grant-funded learning to share with our supporters.

We occasionally invite community stakeholders to observe the impact of their investment in our schools. We may reach out to you to arrange a visit!

SHARE THE GOOD NEWS

We will share about your grant on social media (@NKCEdFoundation) and in newsletters to our supporters. Likewise, we encourage you to share about your project made possible through the Education Foundation in your communications and social media.

You get recognized for your efforts to create extraordinary experiences for students, and we show our donors how they've made a difference in NKC Schools! Win-win!