

## **Kirtland Educational Foundation Instructions for Completing Grant Applications**

Attached please find a copy of the Kirtland Educational Foundation ("KEF") Grant Application Form which is to be used to request project funding from KEF. Please note the following instructions in applying for a grant:

1. The Grant Application Form must be completed in its entirety by the sponsor of the project or program (either referred to herein as a "Project") before a grant request will be considered.
2. All Grant Application Forms submitted must be typed. A copy of the Grant Application Form is attached in computer ready Adobe Acrobat (pdf) format.
3. All Grant Application Forms must be submitted to the Office of the Superintendent of the Kirtland Schools no later than the first (1st) Tuesday of the month in order to be considered at the KEF meeting on the second (2nd) Tuesday of the month.
4. Grant requests will not be considered for Projects which have already begun or which are completed prior to seeking funding from KEF.
5. KEF requires that the grant request sponsor present the Project to the KEF Board at its regularly scheduled meeting following the submission of the Grant Application Form. No grants will be awarded without a meeting with the Project sponsor.
6. KEF requires that the sponsor prepare a report to KEF at the conclusion of the Project which includes at least the following information:
  - a. Dates Project took place.
  - b. Number of students who participated in the Project.
  - c. An evaluation of the effectiveness of the Project in meeting the stated goals for the Project.
  - d. A discussion of any changes which would be made if the Project were to be offered again.
  - e. An accounting of how the KEF grant funds were used in the Project, including the specific costs of each component of the Project for which KEF funds were used.
  - f. The amount of KEF funds remaining at the conclusion of the Project and a statement of the proposed use of such remaining funds or a date by which excess funds will be returned to KEF and by whom.

The final report from the Sponsor is due no later than thirty (30) days following the conclusion of the Project or the last day of the academic year for projects which take place during the last thirty (30) days of school.

6. KEF will work diligently to meet sponsors timing need for Projects if necessary due to circumstances outside of the sponsors control in scheduling (for example, a request for funding for a speaker who is only available at a time when the regular KEF meeting schedule will not accommodate a timely meeting.) In such instances, as determined by an officer of KEF, the KEF Board will arrange a special meeting to consider the sponsor's request.
7. Any questions concerning the completion of the Grant Application Form should be directed to Debbie Cerankosky at (440) 256-1169.

Thank you for your interest in KEF.

The KEF Board of Trustees



4. HAS KEF FUNDING FOR THIS SAME PURPOSE BEEN REQUESTED? WERE FUNDS AWARDED BY KEF? PLEASE EXPLAIN YOUR ANSWER.
5. ARE FUNDS FROM ANY OTHER SOURCE(S) BEING REQUESTED TO HELP SUPPORT THIS PROJECT? PLEASE EXPLAIN YOUR ANSWER.
6. DESCRIBE THE PROPOSED TIME SCHEDULE FOR THIS PROJECT, INCLUDING APPROXIMATE BEGINNING AND ENDING DATES.
7. WILL THE PURPOSE OF THIS PROJECT BE CONTINUED AFTER THE REQUESTED FUNDS ARE USED? PLEASE EXPLAIN YOUR ANSWER.
8. ARE YOU WILLING TO MEET WITH A KEF BOARD REPRESENTATIVE OR THE ENTIRE KEF BOARD TO DISCUSS THIS GRANT REQUEST? PLEASE INDICATE TIMES YOU ARE AVAILABLE.
9. ENDORSEMENT FOR THIS REQUEST BY BUILDING ADMINISTRATOR AND SUPERINTENDENT

BUILDING ADMINISTRATOR'S SIGNATURE

DATE

SUPERINTENDENT OF SCHOOLS' SIGNATURE

DATE