

KEEF

Kiel Educational Endowment Fund, Inc.

The Grant Process

Qualified Applicants: Applications are accepted from any district employee. Grants will be considered to cover any school related activities, materials, or educational endeavor not normally funded through the school district budget.

Typical Grants: The typical grant ranges from \$200-\$750. **KEEF encourages you to apply for larger grants if the funds are justified, and your request will be seriously considered.**

Grant processing occurs at the KEEF Board Meetings, which meet approximately 5 times during the school year. The grant request will set forth your ideas for projects, programs, special curriculum and equipment that will motivate students and stimulate learning.

Accompanying this letter is a grant application form. Please provide us with as much detail needed to support a solid understanding of your request. Itemize needed supplies, resources and equipment required to implement the project or program. Our criteria for evaluating grant requests are as follows. A rubric will be scored according to the questions below.

- (1) The project should impact as broad a number of students as possible;**
- (2) The educational enrichment resulting from this should be as long lasting as possible;**
- (3) The program/project requested would not normally be funded through the annual school budget;**
- (4) Total project cost including individual student costs.**

Please complete the form below:

Name of Group: _____

Name of Leader/Sponsor: _____

School: _____

Name of Project or Event: _____

Location of Project or Event: _____

Amount Requested: _____

Date of Event: _____ School Day? Yes / No

No. of Students Involved? _____ No. of Chaperones Needed? _____

Cost per Student:	_____	Chaperone costs covered by District?	Yes / No
Total Cost of Project:	_____		_____
Time Spent at Event?	_____	Length of Time in Travel?	_____

Explain this activity or the need of educational materials.

Explain how this activity or educational materials enriches education.

Explain how this activity or educational materials spans time and continual usage in your curriculum.

Explain how this activity or educational materials fits (or does not fit) with your normal operating budget.

List other supplies or resources needed to successfully implement this activity.

KEEF would appreciate receiving a thank you or a short paragraph, following the activity, to hear about the success of the event. Please take pictures of your activity and share with the social media person in your building for posting and include a statement about KEEF funding supporting the activity.