

# 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.

Grant processing occurs at the KEEF Board Meetings, which meet from October to April 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.**

Please complete the form below:

Name of Group: \_\_\_\_\_

Name of Leader/Sponsor: \_\_\_\_\_

Building: \_\_\_\_\_

Name of Project or Event: \_\_\_\_\_

Location of Project or Event: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ School Day? Yes No

No. of Students Involved? \_\_\_\_\_

If this is for technology, have you spoken with the IT department? Yes No

If this is for curriculum or PD, have you spoken with the Curriculum Director? Yes No

Total Cost of Project: \_\_\_\_\_

KEEF is looking for applicants to either be present or reachable by phone to answer questions when discussing the application:

Present at meeting:    YES      NO                      If no, phone number: \_\_\_\_\_

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 uasage 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. Please attach any additional quotes or images relating to these items.

***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.***