



Olathe Public Schools Foundation

Grant Guidelines

Grant Application Selection Process

Your grant application will be considered in two steps. First, applications will be screened for compliance with our minimum eligibility standards as follows:

- Hidden Glen Visual Arts Grants awarded to Visual Art Teachers up to \$2,000.
- Innovative Classroom grants awarded to teachers and principals up to \$2,500.
- Building or district-wide grants awarded to administrators for \$5,000.
- Need-Based grants awarded to teachers and principals up to \$1,000.
- Grant proposals must meet and follow all Olathe Public Schools policies.
- Proposals must match curriculum for grade level and subject area of involved students.
- Available building funds should be used before requesting grant funds.
- Proposals should not include items or equipment already provided by Olathe Public Schools.
- Grants involving technology must be approved by the Olathe Public Schools technology department (Dr. Josh Anderson) **prior to submission**. Please complete a district software/technology approval form and attach to your application.
- Materials purchased with grant funds become property of Olathe Public Schools.
- Grant winners must submit a post-program (page 4) assessment with pictures by September 1.
- Grant applications are due in the Foundation's MCC office by 4:00 p.m. on the grant cycle deadline

Applications that meet the minimum eligibility standards will be compared to other proposals using the following *competitive standards*. These questions correspond with items 1-5 on the grant application (page 3). Accurate and *complete* responses to these questions will better assist the grant committee in evaluating your grants.

Innovative Classroom Grants/Extended Learning Grants

1. **Innovation:** What new strategy/new approach/new method makes this grant truly innovative?
 - Has this program been previously implemented?
2. **Impact:** Does this grant clearly address an academic discipline or a need-based student initiative?
 - Does this grant demonstrate overall academic impact of the student or the project?
 - Can the program be repeated without additional funds?
 - How many students will this program impact?
 - What grade levels and subject areas will your program target?
3. **Educational Outcomes:** How will the educational outcomes of the program impact students?
 - Does the impact on the student involve more than one academic discipline?
 - How will the grant impact students in future grade levels and academic environments?
4. **Student Success:** How does your program maximize student success?
 - Does this grant provide information that demonstrates how student impact will be measured?

Need-Based Grants

1. **Student Need:** Overall level of student need
 - Was this program previously funded and since been cut?
 - Are there other avenues for funding?
2. **Impact:** Does this grant clearly address an academic discipline or a need-based student initiative?
 - Does this grant demonstrate overall academic impact of the student or the project?
 - Can the program be repeated without additional funds?
 - How many students will this program impact?
 - What grade levels and subject areas will your program target?
3. **Educational Outcomes:** What are the educational outcomes for this grant?

- Does the impact on the student involve more than one academic discipline?
 - How will the grant impact students in future grade levels and academic environments?
4. **Student Success:** How does your program maximize student success?
- Does this grant provide information that demonstrates how student impact will be measured?

Post Grant Requirements

Funded grants are required to complete the post-grant assessment on page 4 of this application and provide photos or other materials (videos, thank you letters, art, etc.) depicting your grant.

Do not staple.
One-sided copies only.



Grant Application

Please refer to page 1 while completing this application

Grant Applicant Name: _____ Office Phone: _____ Amount Requested: _____

Grant Title: _____

Building: _____ Grade/Subject: _____ #of students impacted: _____

Please mark one grant category you are applying for:

Hidden Glen Visual Arts Grant: Awarded to Visual Art Teachers, limited to \$2,000.

Innovative Classroom grant: Awarded to teachers and principals limited to \$2,500.

Need-Based grant: Awarded to teachers and principals limited to \$1,000.

Building or district-wide grant: Awarded to administrators limited to \$5,000.

Will you accept partial funding for your grant request? YES NO

APPLICATION INSTRUCTIONS

(Please keep your grant application to six pages or less. Thank you!)

Your grant application should consist of the following:

- √ **PAGE 1** – A completed copy of this form with signatures.
- √ **PAGES 2 and 3** – Typed grant description as well as answers to the questions described on page one of the application in the following areas:
 1. Grant Summary - 50 words or less. *(This summary will be used by the Foundation in publications and should be a brief, concise version of your grant description. Responses might be edited.)*
 2. Innovation or Student Need
 3. Impact
 4. Educational Outcome
 5. Student Success – Post-Assessment & Measurements
- √ **PAGE 4** – Grant Funding Outline (page 4 of this application) with supporting documentation.

*Applicant's Signature: _____ Date: _____

**I understand the guideline and requirements on page 1, including a post-program report, due at the completion of the grant.*

*Principal's Signature: _____ Date: _____

If your grant project will cover multiple schools, your grant must be reviewed and approved by the district administrator/coordinator for your program.

*District Program Administrator Signature: _____ Date: _____

Return this form via inter-school mail to "MCC -Olathe Public Schools Foundation"

Application must arrive before 4:00 p.m. on the cycle deadline date!

Phone: 913-780-8222 / Fax: 913-780-8104 / www.olathepublicschoolsfoundation.org

Grant Funding Outline

Item	Number needed	Supplier	Amount*
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
*TOTAL GRANT REQUESTED			\$

Grant Funding Outline, Cont.

Item	Number needed	Supplier	Amount*
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
*TOTAL GRANT REQUESTED			\$

***Brief documentation on funding estimates must be attached to this request.**





POST GRANT ASSESSMENT

Deadline: Please complete this assessment and return it to the Foundation, according to your grant contract.

Program Title:	Grant Applicant:
Number of Participating Students:	Dates of Program Implementation:
DID THIS GRANT TARGET EXTENDED LEARNING OPPORTUNITIES? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WHAT WERE THE OBJECTIVES OF YOUR GRANT?	
WHAT WERE THE MOST SIGNIFICANT ACHIEVEMENTS OF YOUR PROGRAM?	
WHAT STUDENT OR PARENT FEEDBACK DID YOU RECEIVE?	
WHAT CHALLENGES WERE IDENTIFIED DURING YOUR GRANT PROGRAM?	
WHAT MODIFICATIONS WOULD YOU MAKE TO YOUR GRANT PROGRAM?	
WILL YOU CONTINUE THIS PROGRAM? WHY OR WHY NOT?	
OTHER COMMENTS:	

- Photos submitted?
- Labels affixed to purchased grant materials?