2024-25 SCHOOL YEAR

Grant Guidebook

Dr. Dan Kahler Innovation Grants

NKC Schools
Education
Foundation

GRANT GUIDEBOOK

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. Our application and award processes are designed to be effective and efficient for you:

- **Applications are rolling throughout the year and will be reviewed monthly.**
- **Funding ranges are based on how many students will benefit directly from grant funds.**
- **The application process begins with 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.

Starting July 1, 2024 all application, review, award, and post-award information will occur on nkcgrants.awardspring.com. A step-by-step tutorial is included at the end of this guidebook.

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

Midori Carpenter, Director
Sharman Blankenship, Executive Assistant
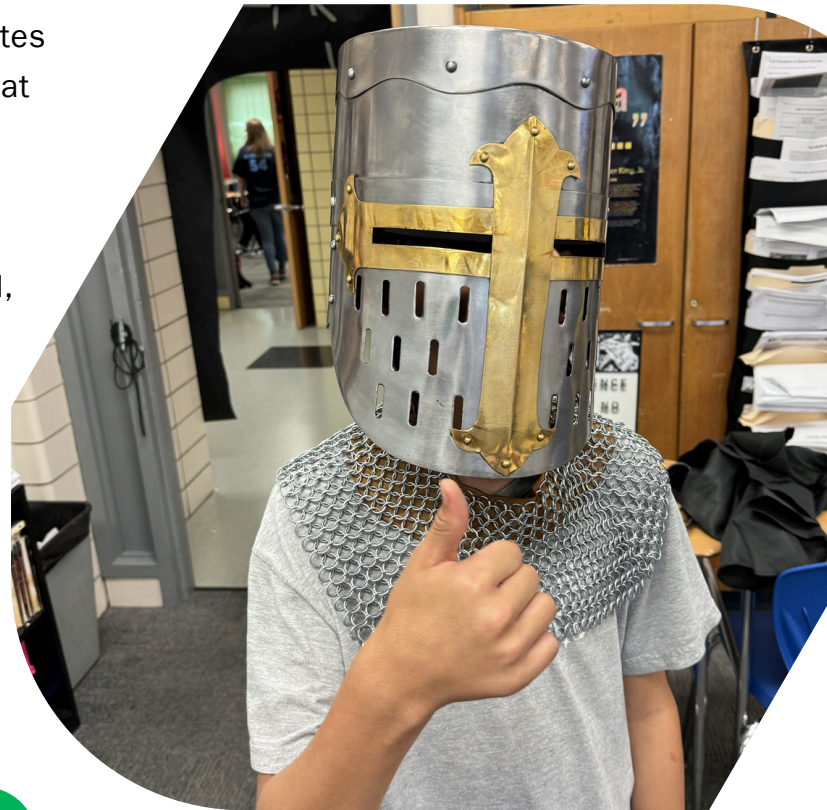
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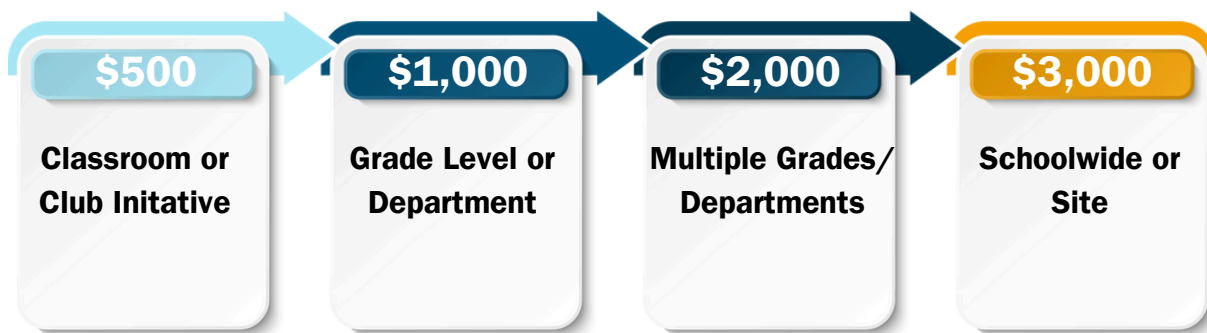
WHAT ARE KAHLER INNOVATION GRANTS?

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.

$500	$1,000	$2,000	$3,000
Classroom or Club Initative	Grade Level or Department	Multiple Grades/ Departments	Schoolwide or Site

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** (must 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 <u>unless they are a component of a larger project.</u>

NEXT: PROCESS ►

NKC Schools
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APPLICATION PROCESS

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.

To get started, visit nkcgrants.awardspring.com:
- Click the "Register" button to create an account
- Click "Apply" or "Complete" on your dashboard
- Enter your contact information and click "Submit Application" (2-3 min to complete)
- "Follow-Up Project Proposal" will appear on your dashboard. Click "Complete" to finish the short proposal and the "Submit Application" button when done. (4-5 min to complete)

A complete AwardSpring tutorial is included at the end of the Grant Guidebook.

After you submit your Project Proposal, Education Foundation staff will email you within 2 business days 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 given access to the application in your AwardSpring dashboard!

Step	
Step 1	Create an AwardSpring account and complete Project Proposal (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

(Continued)

2. Application Form & Budget

If your Project Proposal is approved, it's time to write your application! The application form will be unlocked for you in AwardSpring and 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

You must use the provided budget template 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 — Create an AwardSpring account and complete Project Proposal (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! Winners will be notified the month following their full application submission

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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 ➔

NKC Schools Education Foundation

REVIEW & AWARDING

APPLY EARLY!

- JULY 26
- AUGUST 30
- SEPTEMBER 27
- OCTOBER 25
- NOVEMBER 22
- DECEMBER 20
- JANUARY 31
- FEBRUARY 28

WHEN ARE APPLICATIONS DUE?

Applications are due the last Friday of each month through the end of February 2025. 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 after 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!

NKC Schools Education Foundation

REVIEW & AWARDING

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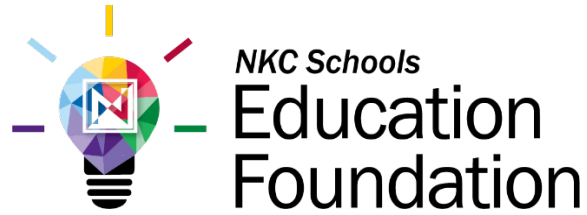
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NKC Schools Education Foundation

Navigating AwardSpring:
A Guide for Kahler Innovation Grant Applicants

This guide will walk you through the process of applying for a Kahler Innovation Grant using the NKC Schools Education Foundation's AwardSpring platform. <mark>Please note that this software is primarily used for scholarship applications, so some built-in features reference "scholarships" rather than "grants."</mark>

Start by navigating to http://nkcgrants.awardspring.com.

You will land at the login page.

TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.

Register: You do not have an account. You will be directed to a registration page. Enter all required information, click the agreement box, and click the Create Account button.

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed here.

Click the **Start Application** button to begin submitting your Project Proposal.
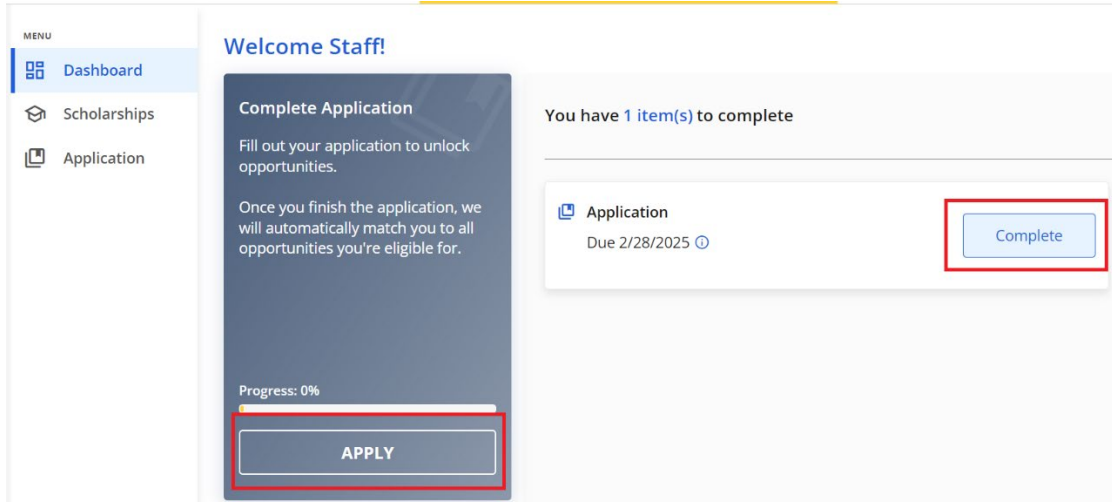
This step will take you to a "Get Started" tab and show you the following basic questions:

Applicant name, Applicant position/ title, District email address, School phone/ extension or cell phone number, and Grant site location(s)
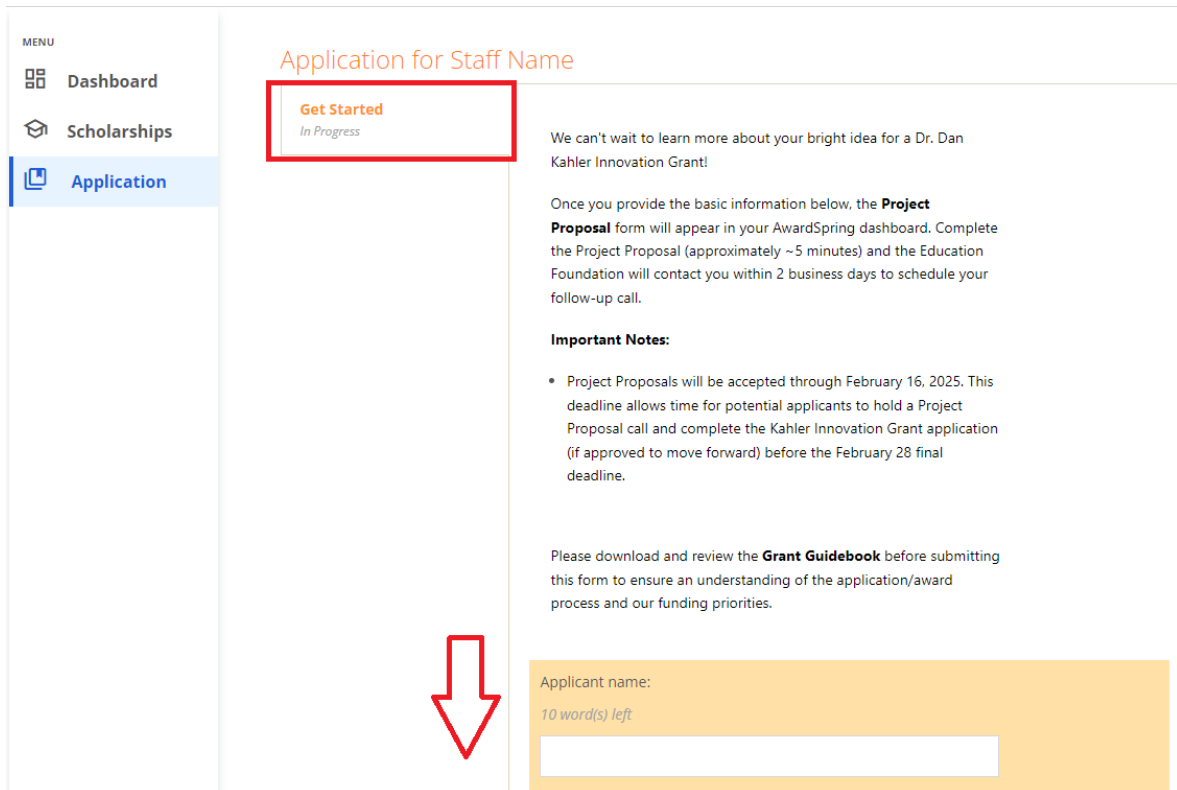
Answering those questions will enable the **Submit Application** button in the lower right corner. Click it to unlock the Project Proposal form.
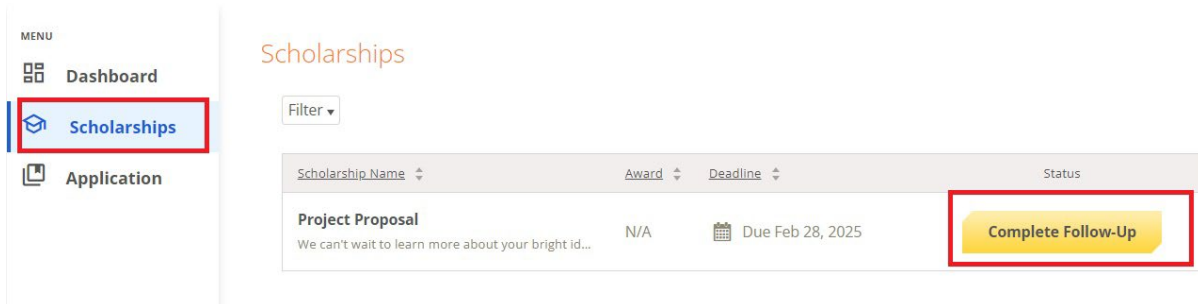

You will be directed back to your **Dashboard**. From that screen or the "Scholarships" tab, click the "Complete" button or "Complete Follow-Up" to finish your Project Proposal.

Remember: anytime you see "Scholarships," think "Grants"!

Dashboard View:
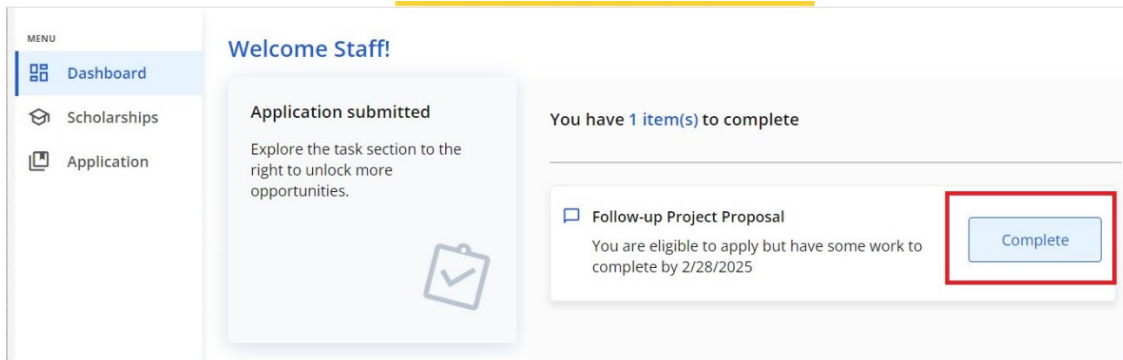
Scholarships Tab View:

The Project Proposal will ask you for the following information:

- *Project name*
- *Grant Level*
- *How much funding do you plan to request within the grant level range?*
- *What student population will your project benefit?*
- *Estimated number of students who will directly benefit from this project*
- *What topics/ subjects will your students be learning about?*
- *Which Kahler Innovation Grant priority/ priorities does your project best align with?*
- *3 options of days/ times for a brief call to review your project proposal*

When you've answered all questions, the Submit Application button will activate. Click to submit your **Project Proposal** form.

> ✓ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

⏸

PAUSE! Once your Project Proposal has been submitted, Education Foundation staff will contact you within two business days to schedule your Project Proposal Call. Please reference the **Grant Guidebook 24-25** for detailed information about this call.

If your idea aligns with the priorities and goals of the Kahler Innovation Grant program, you will be given access to the full grant application in AwardSpring. Your Dashboard or the Scholarships tab will now prompt you to click the "Complete Follow-Up" button for the Kahler Innovation Grant Application.

Dashboard View:

MENU

- Dashboard
- Scholarships
- Application

Welcome Staff!

Application submitted

Explore the task section to the right to unlock more opportunities.

You have **1 item(s)** to complete

💬 **Follow-up Kahler Innovation Grant Application**
You are eligible to apply but have some work to complete by 2/28/2025

Complete

Scholarships Tab View:

MENU

- Dashboard
- **Scholarships**
- Application

Scholarships

Filter ▾

Scholarship Name ⇅	Award ⇅	Deadline ⇅	Status
Kahler Innovation Grant Application We can't wait to learn more about your bright id…	N/A	📅 Due Feb 28, 2025	**Complete Follow-Up**
Project Proposal We can't wait to learn more about your bright id…	N/A	📅 Due Feb 28, 2025	Applied

Please read all instructions and tips provided as you complete the Kahler Innovation Grant application. The budget template and scoring rubric will be linked and downloadable from this screen. The application will request the following information and should take 1-2 hours to complete:

- *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*

After answering all the questions, uploading your completed budget file, and entering all approvals, click the **Submit Application** button to submit your application.

Thank you for sharing your bright idea for a Kahler Innovation Grant!

Applications are due the last Friday of each month through February 2024 Applications (not Project Proposals) will be reviewed monthly, and funds will be distributed the following month. 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 applied for this scholarship on 7/8/2024

Submit Application

If your application is selected for funding, the Education Foundation and district leaders will email you the good news or surprise you in your building during the month following receipt of your completed application.

Please reference the **Grant Guidebook 24-25** for additional details on rolling grant cycle dates and other important information regarding program priorities, the application/ review/ award process, and tips for applicants.

If you have any questions about navigating AwardSpring, please email foundation@nkcschools.org or call (816) 321-**5550**, and the Education Foundation will be happy to assist you!