

# 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?	_____	_____

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

Please select which option works best for you below:

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 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.***