



# 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:

- Classroom grants awarded to teachers and principals for \$1,000 or less.
- Building or district-wide grants awarded to administrators for \$5,000 or less.
- 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 (Rita Lyon) **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 NLSC office by 4:00 p.m. on the grant cycle deadlines of September 21, November 30, and February 29.

Applications that meet the minimum eligibility standards will be compared to other proposals using the following *competitive standards*. These questions correspond with items 2-5 on the grant application (page 2). Accurate and *complete* responses to these questions will better assist the grant committee in evaluating your grants.

1. **Innovation:** How is your project innovative?
  - What makes your program truly unique?
  - Has this program been previously implemented?
  - How does your program reach students in a non-traditional way?
  - Can the program be repeated without additional funds?
2. **Demonstrated Need:** What need is your program targeted to meet?
  - What evidence is there that this need exists?
  - How will your program meet that need?
  - 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?
  - Which academic discipline(s) will your program involve?
  - Will it impact students in future grade levels and academic environments?
4. **Student Success:** How does your program maximize student success?
  - Please define the measurements that will be used to determine student success prior to the program as well as post-assessment.

### 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 as well as a grant display board depicting your grant in action for the annual Breakfast event held in October.



## Grant Application

\*Please refer to page 1 while completing this application\*

Grant Applicant Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Building: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

**Please indicate which grant you are applying for:**

- Classroom 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:
  - (grant description)
  - 1. Innovation
  - 2. Demonstrated Need
  - 3. Educational Outcome
  - 4. Student Success – Post-Assessment & Measurements
  - 5. Grant Summary - 25 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.)*
- ✓ **PAGE 4** – Grant Funding Outline (page 3 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: \_\_\_\_\_

**Return this form via inter-school mail to "NLSC -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](http://www.olathepublicschoolsfoundation.org)

### Grant Funding Outline

Item	Number needed	Supplier	Amount*
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>*TOTAL GRANT REQUESTED</b>			\$

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



**GRANT POST 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?
- Display board submitted?