



KALAMAZOO RESA FOUNDATION & KALAMAZOO RESA BOARD OF EDUCATION **2018 Grants for Kalamazoo RESA Employees**

Eligibility

- Application is open to any Kalamazoo RESA employee.
- Individuals or teams may submit proposals for grants in any amount up to \$750.

Grants are designed to meet one or more of these objectives:

- Involve students/customers directly and actively
- Encourage creative and meaningful learning experiences for students/customers
- Develop alternative and effective methods of instruction
- Complement major district goals
- Supplement school, department and grade-level plans
- Broaden opportunities for student involvement and learning beyond the regular classroom curriculum
- Enhance employee's professional skills

Grants may not be used for:

- Classes for high school or college credit
- Standard classroom furnishings or technology
- Personal financial gain
- Kalamazoo RESA staff compensation

- Grants must be used within 15 months of being awarded.
- Recipients will be expected to furnish a final report at the conclusion of the project and make a brief presentation at the joint Kalamazoo RESA Foundation/Kalamazoo RESA Board of Education dinner at 5:00 p.m. on October 25, 2018 (tentative).
- Completed grant applications must be received no later than 3 p.m. on March 9, 2018, at the Kalamazoo RESA Foundation, Attn: Kalee Paul, 1819 E. Milham Ave., Portage, MI 49002, or via email: foundation@kresa.org.
- Applicants will be notified of the grant review committee's decision.

Application instructions

Proposals must not exceed two single-spaced, standard size (12 point) typewritten pages. This includes the cover sheet. Incomplete applications will not be considered.

Each proposal must include:

1. Brief description of the project
2. Purpose of the project/goals and outcome
3. Itemized budget
4. Potential impact on students/customers
5. Signature of the building principal or department director on the application

Administrators should only sign those applications that they believe should be sponsored



KALAMAZOO RESA
FOUNDATION

Grant Proposal Cover Sheet

Attach this sheet to the project proposal. Proposals must not exceed two single-spaced, standard size (12 point) typewritten pages, including the cover sheet.

Completed grant applications must be received no later than **3:00 p.m., March 9, 2018**, at the Kalamazoo RESA Foundation, Attn: Kalee Paul, 1819 E. Milham Avenue, Portage, MI 49002, or via email: foundation@kresa.org.

Applicant Name: _____ Today's Date: _____

Email Address: _____

Home Address: _____ Home Phone: _____

Position: _____ Building/Department: _____

Project Title: _____

Estimated Completion Date: _____ Budget Request: _____

Number of Students/Customers Directly Involved in the Project: _____

I Understand:

1. Grant funds may only be used for projects as proposed.
2. The project must be completed within 15 months of the award.
3. Materials purchased with grant funds are the property of the Kalamazoo RESA Foundation and not the individual(s) receiving the award.
4. I will be expected to furnish a final report at the conclusion of the project and make a brief presentation at the joint Kalamazoo RESA Foundation/Kalamazoo RESA Board of Education dinner at 5:00 pm on October 25, 2018 (tentative).

Applicant Signature

Building Principal/Department Director Signature

Administrator's Comments:

Administrators should only sign those applications that they believe should be sponsored