



## 2025 Targeted Assistance Grant for Non-Certified Staff Packet

Development of Highly Effective Special Education and Early Childhood Teachers

### Grant Information

The Kalamazoo RESA Targeted Assistance Grant was developed because of the priorities identified in the Kalamazoo RESA strategic plan, feedback from the Kalamazoo RESA Culture Survey, and input from the Employee Advisory Committee.

The 2025 Targeted Assistance Grant will target a diverse pool of non-certified applicants who are interested in growth and have been identified as having the skills to become highly effective teachers. This program will assist employees with an identified financial need with financial support, as well as other organizational supports, needed to reach their goals of obtaining the professional certifications required to teach in a profession that will positively impact the children of our community.

This is a renewable grant and can be obtained for multiple years.

### Eligibility Criteria

Applicants must be a current Kalamazoo RESA employee. The applicants must have effective or higher ratings on their last two evaluations. Applicants will have demonstrated the skills and content of character to become highly effective teachers and have an interest in Special Education or Early Childhood Education.

Applicants must demonstrate financial need by providing verification of household income. Applicants are encouraged to file the FAFSA (Free Application for Federal Student Aid) for possible additional financial aid. Kalamazoo RESA will provide support to the applicants, if needed, to file the FAFSA. For additional information on Federal Student Aid visit <https://studentaid.gov/h/apply-for-aid/fafsa>.

### Application Requirements

The following must be electronically submitted to the Kalamazoo RESA Foundation at [tara.kane@kresa.org](mailto:tara.kane@kresa.org):

- 1) Completed Application Cover Page (signature)
- 2) Completed Grant Application
- 3) Completed Questionnaire
- 4) An official copy of college transcript(s) if applicant has completed coursework in the past five years
- 5) Grant recommendation form signed by current administrator
- 6) Information verifying household income

Applicants have the option to electronically submit the following:

- 1) Letters of recommendation and/or stories from past or present supervisor(s) and/or co-workers

*(All information is confidential and will be shared only with the selection committee and the Kalamazoo RESA Human Resources department who will be administering the grant program once awards are made)*



## How can the grants be used?

Grants can be used to pay for tuition, fees, books, childcare, transportation, and other educational needs for undergraduate or graduate programs. In most cases the grant dollars will be issued directly to the educational institution. This grant is not an extension of the current employee tuition reimbursement policy and will be administered according to the terms set by the Kalamazoo RESA Foundation board.

## Is there a maximum or minimum award?

No. Awards will be granted based on the needs of the grant recipients. If any unforeseen circumstances arise after the award has been determined in any given year, applicants should notify [tara.kane@kresa.org](mailto:tara.kane@kresa.org), which may recommend an additional award if merited and funds are available. Grant recipients may apply to renew their awards if they are in good standing at the educational institution they are attending.

## How many grants will be awarded?

The number of grants awarded will be based on the funds available and the financial needs of the applicants.

## How are grant recipients chosen?

The Kalamazoo RESA Foundation Board will establish a selection committee which may be comprised of Foundation trustees, Kalamazoo RESA Administration, Employee representation, Community and College representation.

Evaluation of the applications gives priority to the following factors:

- Evaluation of the applicant's plan for success
- Financial need
- Special Circumstances
- Eligibility Criteria

## Timeline

Applications available:	January
Applications due:	February 28, 2025
Grant Awards Made :	April
Grant Funds available:	12 months beginning in May

Questions regarding this program may be submitted via email to [tara.kane@kresa.org](mailto:tara.kane@kresa.org)

# Kalamazoo RESA Targeted Assistance Grant for Non-Certified Staff

## Grant Application Cover Page

I am applying for a Kalamazoo RESA Targeted Assistance Grant. I understand that only complete applications will be considered, and that the following information must be in the office of the Kalamazoo RESA Foundation via email to [tara.kane@kresa.org](mailto:tara.kane@kresa.org) no later than **3:00 p.m. on Friday, February 28, 2025.**

I understand that as a degree-seeking applicant I must provide: *(Answer every question that applies to you.)*

1. Completed Application Cover Page (signature)
2. Completed Grant Application
3. Completed Questionnaire
4. An official copy of college transcript(s) if applicant has completed coursework in the past five years
5. Grant recommendation form signed by current administrator
6. Information verifying household income

*Examples of documentation for income verification*

- *Paycheck stubs or W2 verifying earnings for 2024*
- *Tax Return for 2024*
- *Verification that i have applied for financial aid (Free Application for Federal Student Aid (FAFS))*
- *Verification that the household receives public assistance*

**I understand that as a degree-seeking applicant I have the option to provide:**

1. Letters of recommendation and/or stories from past or present supervisor(s) and/or co-workers.

## CERTIFICATION

I hereby affirm that the information provided on this form and in the accompanying material is accurate and complete to the best of my knowledge. In addition, it is my understanding that information contained in my application may be shared with the grant selection committee and staff in the Kalamazoo RESA Human Resources office and that efforts will be made to protect the privacy of the information submitted.

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Applicants Signature

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Date

# Kalamazoo RESA Targeted Assistance Grant for Non-Certified Staff

## Grant Application

Last/First/Middle Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Email \_\_\_\_\_

Are you a U.S. Citizen or Permanent Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

County in which you currently reside \_\_\_\_\_

How did you hear about the Kalamazoo RESA Foundation Targeted Assistance Grant?

\_\_\_\_\_

\_\_\_\_\_

Marital Status     Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widow \_\_\_\_\_

Family Income Range (all sources)

Under \$10,000 \_\_\_\_\_ \$10,000-\$19,999 \_\_\_\_\_ \$20,000-\$29,999 \_\_\_\_\_

\$30,000-\$39,000 \_\_\_\_\_ \$40,000-\$49,000 \_\_\_\_\_ \$50,000+ \_\_\_\_\_

How many people does the family income support? \_\_\_\_\_

Name of Dependents

Age

Relationship to You

\_\_\_\_\_

\_\_\_\_\_

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## Kalamazoo RESA Targeted Assistance Grant for Non-Certified Staff

Approximate financial need for the 2025-2026 academic year? \$\_\_\_\_\_

### **Estimated Costs**

Tuition \_\_\_\_\_

Books, supplies and fees \_\_\_\_\_

Computer fees/needs \_\_\_\_\_

Transportation \_\_\_\_\_

Childcare \_\_\_\_\_

Other Costs (please explain) \_\_\_\_\_

Do you have student loans? Yes \_\_\_\_\_ No \_\_\_\_\_

Total amount in student loans currently \_\_\_\_\_

How do you plan to use funds provided by this grant?

(example: tuition, fees, books, list any other support needs you may anticipate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL HISTORY AND INFORMATION

High School \_\_\_\_\_ Date of Graduation (MM/YR) \_\_\_\_\_ or GED Date (MM/YR) \_\_\_\_\_

Please list any post-high school educational history beginning with the most current information

Name of Institution	Cr. Hours Earned	GPA	Dates Attended	Degree Granted (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you currently enrolled in college? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of the school \_\_\_\_\_

College you plan to attend during the coming academic year \_\_\_\_\_

Type of Degree you will pursue Bachelor's \_\_\_\_\_ Graduate \_\_\_\_\_

Year in college during the coming academic year Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_

Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate Level \_\_\_\_\_

Will you be a full-time or part-time student Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Major Field of Study \_\_\_\_\_

Expected graduation date (if known) \_\_\_\_\_ (Month/Year)

Please indicate the # of credits you plan to take in each of the following sessions:

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

## WORK/VOLUNTEER EXPERIENCE

Please list your work and/or volunteer experience during the past five years, beginning with your most recent position. If additional space is needed, please provide the information on a separate page.

Employer/Organization	Position	Hours/ Week	Beginning and End Dates	Salary or Hourly Wage
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Length of time employed at KRESA: \_\_\_\_\_

*The following information is optional:*

Race/Ethnicity (You may check more than one box)

African American \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Caucasian \_\_\_\_\_

Hispanic \_\_\_\_\_ Native American/Aleutian \_\_\_\_\_ Multi-racial \_\_\_\_\_

Other \_\_\_\_\_

# Targeted Assistance Grant

## Questionnaire

Applicant Name: \_\_\_\_\_

**Please provide a response to the following questions/statements:**

1. Why are you interested in pursuing a teaching degree in Early Childhood Education and/or Special Education?
2. When you become a teacher, how do you hope to change the classroom experience for your students?
3. Describe an example of a challenging situation you experienced with a student and how you helped resolve this situation with the student.
4. What do you want to do after you graduate from college?
5. Where do you see yourself 10 years from now?
6. Describe a time in your life that has shaped who you are as a person. Explain how this would impact you as a teacher in the classroom.



7. Describe the extent to which the Targeted Assistance Grant will impact your future educational pursuits.
8. Describe what it means to be equitable when planning for the learning of a classroom of students.
9. Please list any additional comments you believe would be helpful in the committee's decision.