



## Grant Application Instructions

### How To Apply:

- 1) Fill out required sections of the form and attach documents that might be useful to the grant committee.
- 2) Email your grant request to: kenowahillsef@googlegroups.com.
- 3) You will receive notification if your grant is approved.

### Helpful Information

The primary purpose of the Kenowa Hills Education Foundation (KHEF) is to provide financial resources to enhance or supplement educational opportunities for students in Kenowa Hills Public Schools.

#### **Please read the following prior to writing a grant:**

Many factors are considered in reviewing grant applications, but the KHEF Board will generally look more favorably upon grants that:

- Are creative and innovative in nature
- Include items that can be used more than one year
- Are new start-up programs
- Impact a large number of learners

The KHEF Board prefers not to approve grants involving:

- Transportation
- Substitute teachers
- Consumables items (food, snacks), t-shirts and prizes
- Furniture

*(Exceptions can be made at the discretion of the KHEF Board)*

**Grants that are technology related must be approved by your building principal and the KHPS Technology Department.**

### Grant Recipient Requirements

Within 3 months, submit an article with pictures of grants in action to KHEF.

Post information about the grant in/on your classroom newsletter or website.

Fill out and submit a final evaluation report provided to you by the KHEF .

Thank you!