



KETTERING EDUCATION FOUNDATION TEACHER GRANT PROGRAM

Goal

The goal of the Kettering Education Foundation's Grants Program is to provide teachers with the opportunity to put creative ideas into practice in order to enrich the standard curriculum in ways that directly affect students' day-to-day educational experiences.

Eligibility:

Any elementary or secondary teacher employed by a public school in the Kettering School District is eligible to submit a proposal.

An individual teacher or several teachers who wish to collaborate may make a proposal. Please note that the maximum amount of \$1,000 for new grants and \$500 for renewal grants does not increase for collaborative projects. Applicants for collaborative projects should designate one teacher to be the project leader. This teacher will receive all project communications.

Benefits:

Projects should benefit students as fully as possible and should be curriculum based. While research activities are eligible for funding, student benefit must be clearly demonstrated.

Application Procedures:

All grant applications must be submitted via the KEF on-line grant application form.

Teachers can access the online grant application at the following link:

<http://www.ketteringeducationfoundation.org/grant/grantrequest.html>

Alternatively, they can go to the KEF website www.ketteringeducationfoundation.org and click on the Grant Information button.

Because the Kettering Education Foundation believes that cooperation and coordination between principal and teacher is essential, each application will be submitted to the school principal for review.

Review and Selection Process:

The Kettering Education Foundation (KEF) Grants Committee will review proposals and select grant winners.

Awards:

Grants will not exceed \$1,000 for new grants and \$500 for renewal grants. Projects must be completed within an academic year, but they may begin and end at any time during that year. Teachers are encouraged to coordinate their proposals with other available resources.

Notification and Payment:

KEF will notify recipients by email. Each grant recipient will be asked to sign a letter of agreement confirming the terms of the grant. The KEF will issue payment for the full amount of the grant to the teacher.

Restrictions:

The KEF must be notified in writing of, any change status of a teacher who is awarded a grant. The KEF reserves the right to rescind awards which it determines to be inappropriate or diminished in impact due to a teacher's change in status. GRANT AWARDS ARE NOT TRANSFERABLE TO OTHER TEACHERS.

Reporting:

Each grant recipient will be required to submit both an Interim and a Final Report form. These forms must be submitted at specified intervals. IRS requirements mandate that receipts for all expenditures must be submitted at the conclusion of the project. All excess funds must be returned to the Kettering Education Foundation.

**Failure to submit a final report will prohibit any future grants to be awarded.

Guidelines:

the Kettering Education Foundation will consider Projects and/or research activities, which contain one or more of the following curriculum based goals:

- Test ideas, which improve instruction in the teacher's content or subject area(s).
- Use non-traditional Techniques.
- Involve parents in the teaching-learning process
- Broaden cooperation between the community and the school.
- Lead to enhancement of the existing curriculum

Application forms must adhere to the following guidelines to be accepted:

- All applications forms and supporting documents must be typed.
- Application form may not be re-created or altered in any way.
- The project title must appear on each page of all supporting documents.
- The home address and home phone number of the applicant is required
- Only forms submitted via email will be accepted.

Generally funds will NOT be used to pay for:

- Major equipment purchases or field trips unless item/trip is a vital component of a larger strategy.
- Capital improvements or renovations
- Replacement of public funds
- Compensation of public school teachers or staff
- Projects which could be accomplished with existing funds
- Perishable items i.e.... candy, treats, t-shirts, containers etc...