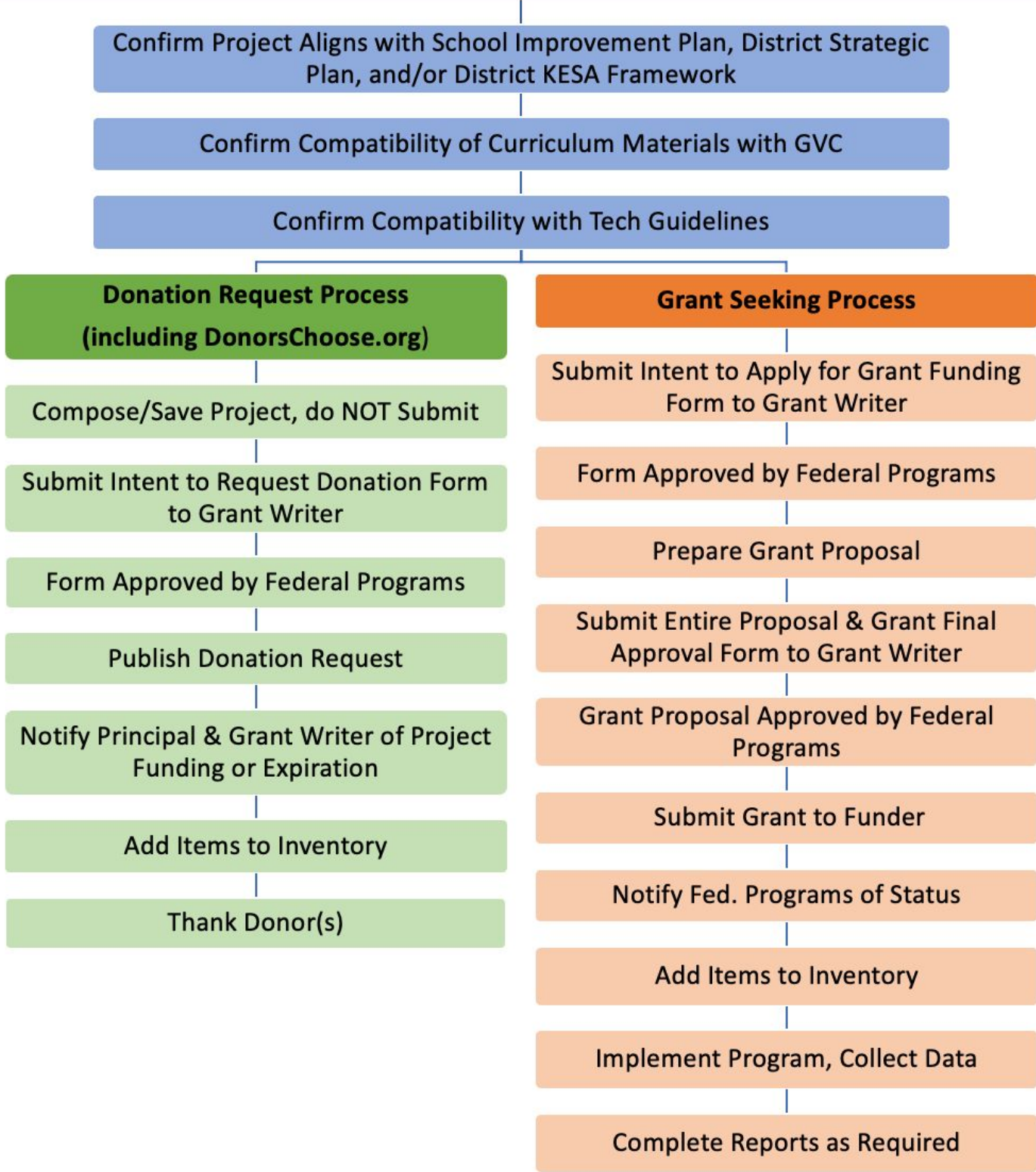


Guidelines and Procedures for Seeking External Funding

Applying for Grants or Requesting Donations



Guidelines and Procedures for Donation Requests

([DonorsChoose.org](https://www.donorschoose.org) or Similar Approved Platforms)

NOTE: GoFundMe is not an approved platform. Requests to post on this platform will be denied.

Congratulations on your efforts to go above and beyond to advocate for your students and their learning! The purpose of these guidelines is to support KCKPS staff members' efforts to enhance the district or school's educational programming.

Please direct any questions regarding this process to Juli O'Mealey Simmons in the Federal Programs Department at juli.omealeysimmons@kckps.org.

Before Posting a Donation Request

- Confirm that your idea, program, or project aligns with your building's School Improvement Plan, District Strategic Plan, and/or District KESA Framework.
- If requesting books or curriculum supplements, confirm that the materials align with your GSV.
- If requesting electronic devices, software or e subscriptions, confirm compatibility with KCKPS TIS Guidelines.
- Communicate with your principal, department chair, grade level chair, and others to explore all sources of funding from within the district, such as building budget, department budget, Title funds, etc. In many cases funds are available from these budgets for projects, but staff members simply don't inquire about them.
- Prepare your donation request. If posting on [DonorsChoose.org](https://www.donorschoose.org), create an account, compose and enter the text for your project and budget, but DO NOT SUBMIT.
- Remember, GoFundMe is NOT an approved platform. The platform doesn't allow for tracking the flow of donations and ensuring funds are appropriately accounted for. Requests to post to GoFundMe will be denied.
- In creating your donation request, keep the following guidelines in mind.
 - Postings that describe the purpose and rationale for requesting donations may not negatively reflect upon the KCKPS, its programs and services, its staff, or its students.
 - Donation request postings must comply with applicable federal and state student privacy laws, including FERPA, IDEA, and applicable laws and regulations.
 - Donation request postings may not include identifiable student images without prior parental permission.
 - **In order for the district to remain in compliance with federal regulations, requests for gift cards will not be approved.**
- Using the information from your donation request, complete the [Intent to Request Donations Form](#), save it as a pdf, obtain your principal's signature, and attach the signed form in an email along with an itemized budget listing all requested items to Juli O'Mealey Simmons in the Federal Programs Department at juli.omealeysimmons@kckps.org.
- Your form will be approved by the Federal Programs Department, and, subsequently, by the Chief Financial Officer as long as the request for donations and related project aligns with district goals and initiatives, and complies with the guidelines.
- Upon the form's approval, Juli will notify you to proceed with posting your request.
- NOTE: It's essential that you complete the request form and get approval prior to requesting donations. Both the principals and Federal Programs Department receive notification of all DonorsChoose projects from the platform as soon as they are posted online, so it will be known if you post without approval.

Posting Your Donation Request

- Once you're notified to proceed, post your request/project exactly as it was submitted for approval in your form.
- Keep your principal posted as to the status of your request.

After Posting Donation Request

- Notify your principal, and grant writer Juli O'Mealey Simmons (juli.omealeysimmons@kckps.org) of your project being funded or expiration without funding.
- All items are to be shipped to the building associated with the project.
- Electronic devices and any items valued at \$500 or more are considered district assets and must be tagged. Contact JaNia Motley in the Risk Management Office for further instructions at janiamotley@kckps.org.
- Enter all items received into the appropriate inventory as property of KCKPS.
- NOTE: all donated items must remain with the classroom and/or program associated with the project or request.
- Crowdfunding platforms have their own procedures; please remain in compliance with the program.

If you have questions, please contact Juli O'Mealey Simmons in the Federal Programs Office at juli.omealeysimmons@kckps.org.

Grant Seeking Guidelines and Procedures

Congratulations on your efforts to go above and beyond to advocate for your students and their learning! The purpose of these guidelines is to support staff members' efforts to enhance the district or school's educational programming through external funding, to ensure that projects align with KCKPS vision and goals, and to make certain that the district remains in compliance with government regulations.

Please direct any questions regarding this process to Juli O'Mealey Simmons in the Federal Programs Department at juli.omealeysimmons@kckps.org.

Policies/Guidelines for Seeking Grant Funding

BEFORE APPLYING

Prior to applying for a grant, there are several steps to complete.

- Begin this process well before the grant application deadline.
- Confirm that your idea, program, or project aligns with your building's School Improvement Plan, District Strategic Plan, and/or District KESA Framework.
- If requesting books or curriculum supplements, confirm that the materials align with your GSV.
- If requesting electronic devices, software or e subscriptions, confirm compatibility with KCKPS TIS Guidelines.
- Communicate with your principal, department chair, grade level chair, and others to explore all sources of funding from within the district, such as building budget, department budget, Title funds, etc. In many cases funds are available from these budgets for projects, but staff members simply don't inquire about them.
- Be certain that your team has the capacity to implement the activities you'll propose to achieve the objectives and outcomes related to the proposal.

- In compliance with board policy, staff members must submit an [Intent to Apply for Grant Funding Form](#), which must be approved by the Federal Programs Department and the Chief Financial Officer prior to submission of a grant application.
- [Intent to Apply for Grant Funding Form](#) will be approved if the purpose of the project aligns with KCKPS and individual building/department stated goals and initiatives and complies with technology guidelines and policies.
- Complete the form, save it as a pdf, obtain required signatures, and attach it in an email along with a detailed, itemized grant/project budget and a copy of the RFP to juli.omealeysimmons@kckps.org.
- If you are planning to collaborate with an organization outside of the district to obtain grant funding, complete the [Community Partner Pre-Approval Form](#) and include it with the forms listed above prior to entering into an agreement with the partnering organization.
- The grant writer will review your form, submit it to the Federal Programs Department and Chief Financial Officer for approval, and will notify you of the approval status by email.
- When you receive notification of your Intent to Apply for Grant Funding Form approval, proceed to preparing your proposal.

Crafting the Grant Proposal

- Once your Intent to Apply for Grant Funding Form has been approved, you're ready to begin completing your grant application.
- In your grant proposal, be very specific in describing your team and its ability to carry out the project you're proposing.
- In explaining the justification of the need for funding (needs statement), use current statistics that relate directly to the students who would benefit from the granted funds.
- Make certain that your budget and budget narrative are in alignment.
- Be very clear and detailed in describing the goals and outcomes. State goals as SMART goals. Be certain that your project's program is in alignment with KCKPS initiatives, including your School Improvement Plan, District Strategic Goals, and/or KESA Framework.
- Describe in detail your plan for implementing the project or program so the funder can visualize how the award monies will be spent, see them in action, and understand their impact.
- Grant proposal components that describe the purpose and rationale for requesting funds may not negatively reflect upon the KCKPS, its programs and services, its staff, or its students.
- Take care to follow the application instructions to the letter, including font size, margins, etc.

SUBMISSION

- Before submitting your grant to the funder, complete and submit the [Grant Final Approval Form](#) and attach it in an email along with the entire grant narrative and budget to juli.omealeysimmons@kckps.org for approval by the Federal Programs Office and Chief Financial Officer.
- After final approval of the Grant Final Approval Form, submit your grant application to the funder.
- Notify juli.omealeysimmons@kcksps.org when you learn of your application's approval or decline. Forward all related information or documents.
- If awarded funds, send a note of thanks to the funder.
- Next, notify Sandra Watson, grants accountant at sandra.watson@kckps.org.

- If you use grant funds to purchase technology/equipment, it must be entered in school or site inventory.
- Electronic devices and any items valued at \$500 or more are considered district assets and must be tagged. Contact JaNia Motley at janiamotley@kckps.org for instructions.
- As you implement your program, collect data related to progress toward the stated goals and objectives.
- Most funders require post-award grant reports that include detailed records of how funds were spent and narrative description of the project's implementation and impact. Follow the funder's instructions for reporting.
- Failure to follow through with grant reports can result in the district's ineligibility for future opportunities with the funder.

If you have questions, please contact Juli O'Mealey Simmons in the Federal Programs Office at juli.omealeysimmons@kckps.org.

Assistance in Locating Grant Funding

If you have an idea or project for which you'd like assistance locating grant opportunities, please complete the [Funding Resource Request Form](#) and submit it to Juli O'Mealey Simmons at juli.omealeysimmons@kckps.org.

Contact Juli if you have questions at juli.omealeysimmons@kckps.org.

Grant Opportunities

Follow the link below to browse a database of grant opportunities for classrooms, teachers, and other educators. It's in the format of a google doc and will be updated monthly.

[GRANT OPPORTUNITIES DATABASE](#)

Contact Juli O'Mealey Simmons at juli.omealeysimmons@kckps.org if you have questions.

Forms and Links

[Intent to Request Donations Form](#)

[Intent to Apply for Grant Funding](#)

[Grant Final Approval Form](#)

[Funding Resource Request Form](#)

[GRANT OPPORTUNITIES DATABASE](#)