

## **KENTWOOD PUBLIC SCHOOLS EDUCATIONAL FOUNDATION GRANT PROCEDURES AND REQUIREMENTS**

Grant applicants must be employees of Kentwood Public Schools.

Grants amounts are only limited by the budget available during each grant window. Dollars will be awarded based on merit as determined by the board.

Grants will only be awarded for projects that are not covered in the Kentwood Public Schools budget. At this time, field trips will not be funded.

Grants will not be awarded for consumables or for student incentives to meet expected grade level performance requirements.

Employees are encouraged to research sites that provide the best quality/best price for items purchased with grant funds.

Grants with a matching source of funds will be looked at favorable. Leveraging dollars is a positive attribute.

The application form must be complete and typed or computer formatted.

**Deadlines for the grants are as follows: November 1:** funds to be used in the next semester **April 1:** funds to be used in the next school year

**Notification of grants will occur in December and May and the checks will be issued to the school/department of the employee at that time.**

***Employees receiving grants are required to provide a written report including photos and submit receipts as documentation as required by the IRS. In addition, any funds remaining must be returned to the Foundation. These reports are due by the end of school year.***

All grant applications will be acted upon by the Board of Directors of the Kentwood Public Schools Educational Foundation. Its decisions shall be final.