**Member Grant Cover Page**

**Project Based**

**Name of Applicant** Click here to enter text.

**Home Address**: Click here to enter text.

**Home Phone:** Click here to enter text. **Home Email:** Click here to enter text.

**School Name + Address**: Click here to enter text.

**School Phone:** Click here to enter text. **School Email:** Click here to enter text.

**Name of Administrator:** Click here to enter text.

**Administrator Phone:** Click here to enter text. **Administrator Email:** Click here to enter text.

**Project Title:** Click here to enter text.

**Summary**—one paragraph describing project: Click here to enter text.

**Amount Requested**: $ Click here to enter text. **Is project jointly funded?**  Click here to enter text.

**Can grant still be administered if only partially funded by KAHPERD?** Click here to enter text.

**How will you present the results of your project?**

☐ Journal article (please include pictures) ☐ Convention presentation ☐ Both

**I understand that this project should be aligned with SHAPE America standards and the Appropriate Instructional Practices Guidelines.**

If my request for a grant is funded, I understand I will be required to present the findings of my project by submitting a journal article, presenting at KAHPERD convention or both. In addition, I will submit a final budget with receipts. If the project is not completed in one year, the Grants Committee may give one six-month extension or request all money and equipment previously granted be refunded to KAHPERD.

**Signature of Applicant**: Click here to enter text. **Date**: Click here to enter text.

**KAHPERD MEMBER GRANT**

**Page 1**

KAHPERD members may apply for grant money up to $1500 for innovative and other creative activity which will enhance wellness within a school.

All projects must be completed within one year from receipt of funding.

Applicants must include all information as described.

The grant application must be sent to the grants chair on or before the deadline of **September 30th via email.**

Complete applications should include:

I.          **Project Details**

Please limit this section to no more than 3 pages.
 Use the headers below in your grant proposal.

 A. Rationale and Objectives

 ⮚ *Provide the rationale for why the project is particularly important.*

⮚ *Identify precisely the need of the project and the population served.* ⮚ *Indicate the specific objectives of the project.*

 B. Outcomes

 ⮚ *Describe the change you expect will occur as a result of your project.*

* *State how the project will raise student achievement or increase awareness of health and physical well-being*

C. Project Activities, Procedures and Timeline

 ⮚ *Explain precisely and comprehensively the procedures/methods of the project—*

*How will the project be planned and implemented?*

* *Provide a timeline as to when each project activity will be completed.*

 *Include starting date and completion date of project.*

 D. Evaluation Plan

 ⮚ *How will you know you have achieved the desired outcome?*

⮚ *Explain procedures you will follow, instruments you will use, and criteria for success.*

II.        **Budget**

 Detail all expenses.

 Be specific, use brands, descriptions, quantities, shipping costs, model numbers, etc.

**Email grant to: Ursula Kissinger**

 **UKissinger@tong464.org**

Grant applications are due to the Grants Chair by September 30. No late applications will be considered.

*If you would like to receive a sample grant please contact the* *grant chair*

*Use attached rubric as a guide to complete grant application.*

#### KAHPERD MEMBER GRANT

#### page 2

|  |  |  |
| --- | --- | --- |
| **BUDGET ITEM****MEMBER GRANT BUDGET REQUEST***Itemize everything* | **TOTAL $****REQUESTED** | **NUMERICAL PRIORITY RATING** |
| 1. **Personnel**: (i.e. speakers, organizations, etc.)

Click here to enter text. | Click here to enter text. | Click here to enter text. |
| B. **Consumable** **materials**: (be specific) Click here to enter text. | Click here to enter text. | Click here to enter text. |
| C. **Travel**: (include rationale) Click here to enter text. | Click here to enter text. | Click here to enter text. |
| D. **Equipment**: (i.e. item, quantity, vender, amount)(Keep all receipts & send with final report) Click here to enter text. | Click here to enter text. | Click here to enter text. |
| E. **Other** **Expenses**: (i.e. technology, etc.)  Click here to enter text. | Click here to enter text. | Click here to enter text. |

Include this projected budget with your application.

**If your grant is awarded, you will be required to: submit a W-9 form before funds will be given and submit actual expenditures including receipts with final report.**

##  KAHPERD MEMBER GRANT

## page 3

**KAHPERD Member Grant Evaluation Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Criteria** | **4** | **3** | **2** | **1** |
| **Application** | **The application is filled out according to the guidelines. All questions are answered thoroughly.*****10 points*** | **The application is filled out according to the guidelines. All questions are answered.** ***8 points***  | **The application lacks some requested information.*****6 points*** | **The application does not follow grant guidelines.*****3 points*** |
| **Rationale/Objectives** |  **Clearly identifies objectives in measurable terms. Strongly aligned with SHAPE America National Standards.*****10 points***  | **Identifies objectives in measurable terms. Is aligned with SHAPE America National Standards.*****8 points*** | **Attempts to identify measurable objectives.** **Weakly aligned with SHAPE America National Standards.*****6 points***  | **Fails to identify measurable objectives.** ***3 points*** |
| **Statement of Needs** | **Presents compelling evidence that the project will impact student learning based upon student interest & needs.*****15 points*** | **Presents some evidence that the project will impact student learning based upon student interest and needs.*****12 points*** | **Vaguely presents how students will benefit from this project. Student interest and needs are lacking.*****9 points*** | **Has little potential to impact student learning. Need is not identified.*****6 points*** |
| **Procedures/Methods** | **Specifically outlines an action plan including activities, strategies and person(s) responsible for the project. Contains a realistic timeline.*****20 points*** | **Adequately describes most activities, strategies, and people responsible for the project. Contains a realistic timeline.*****16 points***  | **Attempts to describe activities and strategies that will be carried out to meet the objectives. The timeline is not realistic.*****12 points*** | **Fails to describe activities and strategies that will be carried out to meet the objectives. The timeline is missing or inadequate.*****8 points*** |
| **Evaluation** | **A plan is provided which realistically and specifically measures project objectives. Evaluation instruments are clearly explained.*****20 points*** | **A plan is provided which measures project objectives. Evaluation instruments are explained.*****16 points*** | **A plan is provided which will measure project objectives. Evaluation instruments are lacking or not explained clearly.*****12 points*** | **No evaluation components are identified.** ***8 points*** |
| **Budget** | **Budget request form is completely detailed. Includes information about supply sources and the exact cost of items.** ***15 points*** | **Budget costs are itemized. Most information about supply sources and item costs are included.*****12 points*** | **Some budget costs are itemized. Some supply sources and item costs are missing.*****9 points*** | **The budget lacks itemized expenses, supply sources, and item costs.** ***6 points*** |
| **Overall** | **Project clearly supports the philosophy of KAHPERD. The project demonstrates creativity and/or innovation.*****10 points*** |  **The project supports the philosophy of KAHPERD. The project demonstrates some creativity and/or innovation.*****8 points*** | **The project somewhat supports the philosophy of KAHPERD. The project shows minimal creativity and/or innovation.** ***6 points*** | **The project does not support the philosophy of KAHPERD. The project lacks creativity and/or innovation.****[*****3 points*** |

##  KAHPERD MEMBER GRANT

## page 4