



Educator Grant Checklist, Application, and Guidelines

Deadlines for Grant Submission (online):

Fall Semester: November 3, 2025 by 4:30 PM

Spring Semester: April 1, 2026 by 4:30 PM

Checklist for grant application submission (in this order):

1. [Grant Budget Spreadsheet](#)
2. [Educator Grant Application](#)
3. [Signature Form](#) (signature from Principal and every teacher and / or administrator whose name is included as a grant writer is required)
4. [Technology Request Form](#) (if necessary)
5. Facilities Request Approval - please email August Wunderlich for approval (if necessary)

Grant Types and Amounts:

- Individual Teacher Grants (\$5,000 maximum) for projects that support classroom instruction.
- Campus Teams (2 or more teachers) / Department Site Grants (\$7,500 maximum) for campus teams or department projects.
- Multi-Campus Grants (\$15,000 maximum) for projects of two or more schools.
- “Lead the Spark” Grants (up to \$25,000 maximum), open to campus principals for new programs / projects at their campuses.

Grant Criteria:

Each grant application should include specific grant criteria that guide evaluation by the Foundation’s Grant Review Committee.

Generally grants should:

- Be innovative initiatives that support the mission of the district.
- Support specific classroom, department, campus or school needs.
- Impact the quality of education for students.
- Relate to goals stated in the campus / district plan of action.
- Ability to replicate is important and will be a factor considered.

Grant Selection Process:

The Grant Review Committee, comprised of the following members, will review the applications:

- 1) Initial review and evaluation will be conducted by the Klein ISD Education Foundation (KEF) Grants Committee. Evaluation and review will be based on the rubric.
- 2) Executive Directors for Teaching and Learning or designee will review and evaluate based on the rubric.
- 3) The KEF Grants Committee will make final decisions on recommendations for funding and present slate to the KEF Board of Directors.
- 4) KEF Board of Directors approves final slate of grants.
- 5) If approved, the grants will then be presented to the Klein ISD Board of Trustees for formal acceptance.

The Grant Committee will make one of the following recommendations for each application: A) approval, B) approval with conditions and / or modifications, including partial funding, or C) non-approval.

Grant Application Guidelines:

Individual teacher grants belong to a campus unless the principal approves a transfer to another campus. Site grants are non-transferable.

Things to Avoid:

1. Generally, funds will not be awarded for:
 - a. Salaries and fees for speakers
 - b. Snacks or refreshments
 - c. Awards and trophies
 - d. T-shirts
 - e. Airfare, hotel, food, transportation or other travel expenses
2. Funds will not be awarded for multiple applications from an individual school to fund an entire program.

Preparation Guidelines:

1. Please provide an explanation for all acronyms.
2. Make sure you have met the technology and / or facility approval requirements, if applicable, and have the approval uploaded to your application.
Please email Chief of Operations, August Wunderlich
(awunderlich@kleinisd.net) for approval of building / campus modifications.
3. Check to see that you have included all required signatures and / or approval forms.

Budget Guidelines:

1. Make sure to include additional costs for shipping or a written statement for free shipping.
2. When obtaining a written quote from a vendor, explain that grant funds will not be available until the following semester.
3. Follow Klein ISD purchasing guidelines, including use of approved Klein ISD vendors.
4. No state sales tax.
5. Round off to even numbers. For example, if your budget is \$2,868.44, round up to \$2,900.
6. Consult with your school's financial secretary before the budget is submitted.

If you have any questions, please call the Klein ISD Education Foundation Office:

For Grant questions, contact:

Christy Spisak, Director KEF, cspisak1@kleinisd.net , 832.249.4753

For Grant application guidelines:

Jane Mast, Foundation Specialist, jmast1@kleinisd.net 832.249.4754