

Frequently Asked Questions

The purposes of this program are to:

- Recognize educators who demonstrate professional excellence
- Encourage educators to perpetuate high standards of professional performance
- Promote broad-based educational innovation through collaboration among Kalamazoo County educators

How often can I apply?

Recipients are eligible to receive Individual or Two-Educator grants once every three years.

Individual Awards

Who is eligible?

Educators and administrators employed by Kalamazoo County public and non-public school systems.

How many individual awards are available?

There are 14 Individual/Administrative Incentive Grants at \$550 each.

Are the grants competitive?

- Yes. Initial application review is at the local district level for merit and relevancy to the district's education program.
- Individual submissions from each district will then be selected for merit by the Excellence in Education panel. (See grant review criteria)

Collaborative Grants

How many collaborative awards are available?

In addition to the individual grants there are:

- 6 Educator Team Grants (two or more educators) at \$1,000 each
- 3 District-Wide, Multi-District or School Cluster Grants at \$1,500

Application Process

The application process is as follows:

Step 1: All applications must be submitted to your superintendent's office for review and endorsement signature no later than **February 10, 2014**.

Step 2: District-endorsed applications must be submitted to the superintendent's office at Kalamazoo RESA by **February 17, 2014**, for screening and award selection by the Excellence in Education panel.

Where do I get an application form?

Applications for individual and collaborative grants are the same and can be downloaded from the Excellence in Education Web site at www.kresa.org/exined.

Does each member of an Educator Team Grant (two or more educators) need to fill out a separate application form? Yes. Separate application forms need to be completed by all two-educator or multi-educator applicants and must be attached to the narrative.

If we are submitting a multi-district application do we need to have each district sign off on it?

Yes. Multi-district proposals are to be submitted for endorsement by the individual school districts.

What else do I need to submit with my application?

In addition to the application you must submit a narrative, a budget and a project summary.

- The narrative must be single-spaced and typed in 12-point font. It must not exceed 4 pages, excluding cover sheet and summary.
- The project summary should provide a brief description (one paragraph) of your project. This summary will be published in the commemorative booklet.

Project Budget

This is a matching grant. For all grants, the district or school must provide a 25% dollar match to the direct cost of any award.

Examples:

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|--------------------------------------|---|
| • Individual award of \$550.00 | District or school match = \$137.50 |
| • Building-wide award of \$1,000.00 | District or school match = \$250.00 |
| • Multi-district award of \$1,500.00 | 25% match would be prorated accordingly |

The project budget must show that total costs will equal total resources (grant money plus 25% district match, personal funds and any other sources of revenue).

You can download the budget form from the Excellence in Education Web site at www.kresa.org/exined.

How can I use the grant funds?

- **Fund individual research and personal developmental activities that result in new teaching and learning practices or products**

Example: An art teacher participating in "Experiences in Metal Art," specifically goldsmithing, which she will incorporate into her lesson plan.

- **Encourage collaboration among educators**

Example: Attending the “Courageous Leadership for School Success” program with a focus on building professional learning communities.

- **Assist educators in becoming more proficient in their ability to teach youth in Kalamazoo County**

Example: School team will attend a conference on differentiating instruction to develop a solid knowledge base about what differentiated instruction is and what it would look like throughout their elementary school, and to encourage their colleagues to implement the plan.

Grant funds may not be used for:

- Classroom technology
- Consumable student supplies or materials
- Supplanting the school district’s professional development program
- Substitutes
- Compensation for unpaid leave or other personal time given to the project
- Any personal financial gain