



2024-2025 Grant Program Information & Guidelines

The Kentfield Schools PTA is pleased to announce our 16th year of the Grant Program. With the Grant Program, the KSPTA can provide specific funding through a streamlined process. The KSPTA encourages innovative ideas for education. We hope this Grant Program will meet the needs of our schools, teachers, parents and students who are interested in trying new ideas in the classroom and on our campuses.

This year, KSPTA has budgeted \$25,000 to award in grants.

Grant proposals will be accepted and awarded as follows:

- **Application Deadline: October 13th, 2024.** We cannot accept late applications.
- Grant awards announced by November 15, 2024.
- In the unlikely event there are unused funds, we will consider additional proposals as they are presented.

Funds must be used by May 31, 2025. Additional proposal guidelines are listed below.

For questions about a proposal or the guidelines: please contact our Grant Program Chairs, Deborah Crudo & Michelle Rau deborahchaecrudo@gmail.com, michellesrau@yahoo.com

Ideas for Grant Proposals

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| ● Instructional tools and supplies (such as manipulatives, books, software licenses) | ● Project Based Learning initiatives |
| ● Special projects that support curriculum | ● Leadership & professional development seminars/classes for staff, parents, or students |
| ● Social emotional supports/programs | ● Projects that integrate STEAM concepts into the core curriculum |

For a list of past grant awards, please visit the [KSPTA Grant Awards](#).

Who May Apply for a Grant

Any KSD Staff, Parent or Student may submit proposals. You must be a current member of the KSPTA for your grant to be awarded.

How to Apply for a Grant

Complete the Grant Application via [this Google Form](#)

Applications must include:

- A recent quote for your program/material(s) that includes tax, shipping & handling, and anything else that contributes to the total cost of your request. Attach additional sheets as necessary. ***Please check multiple vendors to compare costs.***

***No late applications will be accepted.**

The Decision Process

The Grant Committee is composed of the KSPTA Board Members, KSPTA Members and KSD Faculty Representatives.

The Grant Committee will review each application, collect additional information when necessary, and vote to award funds.

The Grant Committee will meet after the grant submission deadline to review each proposal using the following criteria and guidelines:

- Individual(s) submitting grant request must be:
 - Member(s) of the KSD staff in good standing; OR
 - Current parent(s) in the KSD; OR
 - Current student(s) in the KSD
- Grant approval will be based on the objectives, anticipated benefits, number of students involved, and the Committee's confidence in the success of the project.
- Site Principals will review all submissions and if there are any concerns, the Principal or Grant Chairs will reach out for further discussion
- Grant requests are limited to projects with educational/instructional merit.
- Grant requests will be judged on the innovative nature of the project and the extent to which the project will improve the existing methods of instruction.
- The Grant Committee will confirm all proposals were submitted by current KSPTA members
- The Grant Committee will take into consideration the longevity of the program as well as the ability to duplicate the program in other classrooms.
- The Grant Committee will attempt to award grant monies as evenly across Bacich and Kent as possible.
- Materials purchased with grant funds become the property of the Kentfield School District and must remain at the school if the teacher/recipient leaves the District.
- All grants must comply with the school district guidelines and PTA objectives.
- Grant awards **generally will not exceed \$2,000**. The Committee may consider larger

requests, but our goal is to distribute the funds across a variety of different proposals, and we anticipate that most will fall under this amount.

- All funds must be spent by May 31, 2025.

The Grant Committee will also consider whether other sources of funds may already exist and whether KSPTA Grants are the best source of funding. This program adheres to the PTA and principle that “a gift to the school should benefit the largest possible number of students.”

Decisions are considered final and grant monies must be spent in accordance with the original grant request.

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If you have any questions, please contact our Grant Program Chairs:

Deborah Crudo and Michelle Rau -

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Thank you and we look forward to receiving your proposal!