



Grant Request Checklist

All requests for Catalyst grants must include the following:

1. *Profile* – Applicant’s name, professional affiliation, home and work address, email address and preferred telephone number.
2. *Project Overview* – general description including WHO, WHAT, WHEN, WHERE and WHY.
3. *Target Population* – students to receive primary benefit including grade level, attendance area or location and number of persons to be impacted.
4. *SMART Objectives* – SPECIFIC, MEASUREABLE, ATTAINABLE, REALISTIC and TIME-BOUND.
 - Example: By May 2016, 75% of students will increase reading comprehension as measured by Student Reading Inventory (SRI), raising their Lexile level an average 5% vs. past-five-year trends.
5. *Need(s) Served* – Gap(s) between current state and expected state.
6. *Project Attributes* – Why you believe the proposed activity will succeed, including past experience or research.
7. *Behavior Change* – By project-end, how will students be or act DIFFERENT?
8. *Benchmarks* – Student performance level today (include source).
9. *Linkages* – How will this activity align with other KCPS priorities, including how you will collaborate with KCPS staff, community leaders and others?
10. *Implementation Plan* – Specific project milestones with target completion dates.
11. *Budget* – How you plan to spend funds; separate fees for teacher’s pay, after-school stipends, etc., from expenses for equipment, supplies, shipping, etc. If reimbursement for travel is requested please document separately. Note that all purchases become the property of Kansas City Public Schools.
12. *Sustainability* – How will you sustain this program after funding expires? (Not applicable for one-time events.)
13. *Confirmation of Support* – A signed letter from the building principal(s) or designated administrator for whom this program will deliver the greatest direct value.

Applicants and impacted students should anticipate the use of their likeness, i.e., photographs or video footage, in Catalyst communications.

Results Reporting

Upon completion but no later than September 1 of the school year following program implementation, grantees must submit a Program Results Report documenting project outcomes, performance against SMART objectives and an itemized account of expenditures. The report should include a refund via cashier’s check payable to the Catalyst Fund for KCPS Students for unused funds.



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