



Communities In Schools

Kalamazoo

2016-2017

Grants & Scholarships Guide

**Mission: to surround students with a community of support,
empowering them to stay in school and achieve in life**

**Vision: an engaged community where every child
can fulfill his or her promise**

125 W. Exchange Place, Kalamazoo, MI 49007
Phone: (269) 337-1601 Fax: (269) 385-5806
www.ciskalamazoo.org

Which Funding Opportunity is Right for You?

You are a principal or a member of a building team that includes a principal. You have a project that directly involves students and addresses needs in the area of school improvement, including:

- Academic achievement
- Classroom management
- Curriculum enhancement
- Community & parent involvement

Consider applying for the [Clara Harbeck Memorial Fund Grant](#) for Principals (Page 4).

Application deadline: 5:00 PM on Friday, November 11, 2016

You want to bring a performing, visual, or literacy arts program or project into an elementary classroom or school.

Consider applying for the [Jack Hamilton Memorial Fund Grant](#) (Page 6).

Application deadline: 5:00 PM on Friday, November 11, 2016

You are a middle school or high school teacher or administrator who has a project or experience that enhances students' study of the visual arts.

Consider applying for [Kay M. LaBonte Memorial Fund Grant](#) (Page 8).

Application deadline: 5:00 PM on Friday, November 11, 2016

You are a teacher or administrator who wants to pursue professional development that addresses your personal interests, specifically your creative or artistic talents.

Consider applying for a [Richard N. Percy Memorial Fund Grant](#) (Page 10).

Application deadline: 5:00 PM on Friday, February 3, 2017

You have an elementary or middle school student with interest and/or ability in art, science, or math and want to help them secure up to a 100% scholarship to participate in related community programs, classes, or camps.

Consider nominating them for a [Timothy John Cain Memorial Fund](#) scholarship (Page 12).

Deadline to submit nominations:

- Winter classes: Friday, November 18, 2016
- Spring classes: Friday, March 3, 2017
- Summer classes: Friday, April 21, 2017

Frequently Asked Questions

What do the available grants and scholarships support?

These grants and scholarships are given to:

- Encourage and support projects in classrooms and schools that directly involve students,
- Provide professional development and training opportunities to teachers & administrators, or
- Support students' participation in community enrichment programs.

Who is eligible to apply?

Grants and scholarships are for Kalamazoo Public Schools (KPS) teachers, principals, administrators, and students. Please refer to the instructions for each grant for any specific eligibility criteria.

Where do I send my completed proposal?

Proposals may be:

1. Mailed or dropped off to the CIS office: 125 W. Exchange Place, Kalamazoo, MI, 49007
2. Faxed to the CIS office: 269-385-5806, attn: Emily Kobza
3. Emailed to ekobza@ciskalamazoo.org

I have previously received grant funding from CIS for my proposed project. Can I apply again or submit a proposal for a similar project?

The intent of these grants is to allow educators to try out new projects that benefit students or to take advantage of unique opportunities. CIS discourages individuals from submitting applications for projects that have previously received funding from a CIS grant or that are a regular part of a classroom or school's curriculum or are ongoing or recurring (e.g. a field trip that occurs every year).

I am part of a building team that would like to apply for a grant. Can each team member submit a proposal for the same project?

Each proposal we receive must be unique; schools should not submit more than one of the same proposal using a different teacher. Identical proposals separately submitted will not be eligible for funding.

Will I be notified if my proposal is not selected to receive a grant?

Yes. We notify all applicants of whether or not their project has been selected to receive a grant. If your proposal is not selected this year, we strongly encourage you to apply again in the future!

I have other questions. Who do I contact?

Please call or email Emily Kobza at ekobza@ciskalamazoo.org or 337-1601, ext. 205.

Clara Harbeck Memorial Fund Grant for Principals

Award:

- A total of \$2,000 is available to be awarded. A maximum of \$1,000 can be requested for projects proposed by a principal, or a building team that includes a principal, to address various school improvement needs.

Eligibility:

1. Submitted by a principal or a building team that includes a principal.
2. Project must be completed by June 2, 2017.
3. Project will directly involve students.
4. Project will address school improvement needs, including:
 - a. Academic achievement,
 - b. Classroom management,
 - c. Curriculum enhancement, or
 - d. Community and parent involvement.

Important dates:

- Deadline to submit proposal: **Friday, November 11, 2016** by 5 p.m.
- Notification in December 2016
- Project completed by: Friday, June 2, 2017
- Final report due: Friday, June 16, 2017

Recipients are required to supply a final report, which includes all original receipts and the refund of any unspent grant funds.

Background:

The Clara Harbeck Memorial Fund was established in 1988 by the family of Clara Harbeck, former Kalamazoo Public Schools teacher and administrator from 1962 through 1986. In the words of her daughter, Karen, the fund was established to “perpetuate her commitment to and fondness for the children and staff of the KPS system.”

How to apply:

In addition to completing the cover sheet, please provide the following information in three pages or less.

Do not include your name or school in the proposal.

1. Describe the need that the project addresses.
2. Outline the project’s objectives and specific desired outcomes. What do you hope to accomplish?
3. Clearly describe the process, including materials & resources needed. How will you carry out the project?
4. Provide a plan for evaluation of the project. How will you know the project was successful?
5. Provide an itemized budget (If additional funds are necessary to accomplish the project, please explain the other sources of funding and whether or not they have already been secured.)

Grant funds may not be used for professional development, KPS staff compensation, or for the purchase of programs, materials, or equipment which are the responsibility of KPS.

Proposals may be sent:

1. To the CIS office, 125 W. Exchange Place, Kalamazoo, MI, 49007
2. Via fax to the CIS office: 269-385-5806, attn: Emily Kobza
3. Via email to ekobza@ciskalamazoo.org

**Communities In Schools of Kalamazoo
CLARA HARBECK MEMORIAL FUND
GRANT FOR PRINCIPALS
Proposal Cover Sheet**

Directions: Attach this sheet to your project proposal. The completed application must not exceed three standard size typewritten pages (not including cover sheet). Do not add attachments. **Grant proposals are due Friday, November 11, 2016 by 5 p.m.**

Applicant's Name	Email Address
Home Address	Home or Mobile Phone Number
Project Title	Estimated Completion Date
Position	Amount Requested
School/Department	Number of students directly involved in project

I understand: (1) Grant funds may only be used for projects as proposed, (2) Funds remaining after **Friday, June 2, 2017** MUST be returned to CIS, (3) If a report and receipts in the amount of the grant are not received by CIS prior to **Friday, June 16, 2017** a Form 1099 will be issued in the amount of funds outstanding, (4) Materials purchased with grant funds are the property of the Kalamazoo Public Schools District.

Applicant Signature	Date	For office use only _____ Application Number
Signature of Building Principal	Date	

Please answer the following questions and attach to this cover sheet. Please use standard size (12 point) type and limit your responses to three pages. Do not include your name or school in the proposal's narrative.

1. Describe the need that the project addresses.
2. Outline the project's objectives and specific desired outcomes. What do you hope to accomplish?
3. Clearly describe the process, including materials & resources needed. How will you carry out the project?
4. Provide a plan for evaluation of the project. How will you know the project was successful?
5. Provide an itemized budget *(If additional funds are necessary to accomplish the project, please explain the other sources of funding and whether or not they have already been secured.)*

Jack Hamilton Memorial Fund Grant

Award:

- A total of \$4,000 is available to be awarded. Typical grants have been up to a maximum of \$1,000. Awards for unique projects or programs may be awarded up to \$2,000, but they must involve more than one school.

Eligibility:

- Available to elementary schools
- Proposal is to bring a quality arts program or project into the school, classroom, or curriculum. The proposed program or project can be in the performing, visual, or literary arts.

Important Dates:

- Deadline to submit proposal: **Friday, November 11, 2016** by 5 p.m.
- Notification in December 2016
- Project completed by: Friday, June 2, 2017
- Final report due: Friday, June 16, 2017

Recipients are required to supply a final report, which includes:

- A description and evaluation of the project,
- An itemized financial accounting, including all original receipts,
- The refund of any unspent grant funds, and
- Photos, if possible, including student names and photo release verification

Background:

The Fund was established by the family and friends of Mr. Jack Hamilton, a past elementary director for Kalamazoo Public Schools, to honor his commitment to providing enrichment opportunities for elementary students in the areas of music, art, drama, and literature.

How to Apply:

Please provide the attached Jack Hamilton Memorial Fund Grant cover sheet and answer the following questions in three pages or less. **Do not include your name or school in the proposal.**

1. Briefly describe the arts program or project proposed for students at your school.
2. Why did you select this program or project for your students?
3. Does this program or project enhance a particular area of study?
4. How many other arts programs will your students experience during the school year? How are these programs funded?
5. Provide an itemized budget (*If additional funds are necessary to accomplish the project, please explain the other sources of funding and whether or not they have already been secured.*)

Grant funds may not be used for professional development, KPS staff compensation, or for the purchase of materials or equipment which are the responsibility of KPS.

Proposals may be sent:

1. To the CIS office, 125 W. Exchange Place, Kalamazoo, MI, 49007
2. Via fax to the CIS office: 269-385-5806, attn: Emily Kobza
3. Via email to ekobza@ciskalamazoo.org

Note: information on various arts education resources can be found on KRESA's Education for the Arts (EFA) website: www.kresa.org/page/265

<p>Communities In Schools of Kalamazoo JACK HAMILTON MEMORIAL FUND GRANT Proposal Cover Sheet</p>
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Directions: Attach this sheet to your project proposal. The completed application must not exceed three standard size typewritten pages (including cover sheet). Do not add attachments. Proposals are due **Friday, November 11, 2016 by 5 p.m.**

 Applicant's Name

 Email Address

 Home Address

 Home or Mobile Phone Number

 Project Title

 Estimated Completion Date

 Position

 Amount Requested

 School/Department

 Number of students directly involved in project

I understand: (1) Grant funds may only be used for projects as proposed, (2) Funds remaining after **Friday, June 2, 2017** MUST be returned to CIS, (3) If a report and receipts in the amount of the grant are not received by CIS prior to **Friday, June 16, 2017** a Form 1099 will be issued in the amount of funds outstanding, (4) Materials purchased with grant funds are the property of the Kalamazoo Public Schools District.

 Applicant Signature

 Date

<p>For office use only</p> <p>_____ Application Number</p>

 Signature of Building Principal or Dept. Director

 Date

Please answer the following questions and attach to this cover sheet. Please use standard size (12 point) type and limit your responses to three pages. Do not include your name or school in the proposal's narrative.

1. Briefly describe the arts program or project proposed for students at your school.
2. Why did you select this program or project for your students?
3. Does this program or project enhance a particular area of study?
4. How many other arts programs will your students experience during the school year? How are these programs funded?
5. Please include an itemized budget. *(Indicate additional funding sources if applicable and whether funding has been secured.)*

Kay M. LaBonte Memorial Fund Grant

Award:

- A total of \$6,000 is available this year. Typical grant awards are a maximum of \$1,000. However, proposals for large-scale or more complex projects that impact a significant number of students and/or involve more than one school, may request up to \$2,000.
- Special consideration will be given to proposals that seek other funding or in-kind support.

Eligibility:

- Available to middle schools and high schools
- Proposals are being accepted for projects that enhance middle and high school students' study of the visual arts. *Any middle school or high school educator or school administrator is eligible to apply.*

Important Dates:

- Deadline to submit proposal: **Friday, November 11, 2016** by 5 p.m.
- Notification in December 2016
- Project completed by: Friday, June 2, 2017
- Final report due: Friday, June 16, 2017

Background:

This Fund was established by the family and friends of the late Kay M. LaBonte, a teacher of the visual arts in the Kalamazoo Public Schools from 1985-94. Kay was characterized as a “vibrant, creative and caring member,” of the Milwood Middle School staff. She prided herself in motivating students to understand, appreciate, and value the concepts of art through “real life” experiences and this Fund was established so that KPS students might continue to experience many of the learnings that were so important to Kay.

How to Apply:

Please complete the attached cover sheet and answer the following questions in three pages or less. **Do not include your name or school in the proposal.**

1. Describe the visual arts program/project/experience you are proposing.
2. How does this program/project/experience enhance students' study of the visual arts? What are the desired outcomes? What do you hope to accomplish?
3. What is your plan for carrying out the proposed program/project/experience?
4. Provide an itemized budget. *(If additional funds are being sought to accomplish the project, please indicate those sources of funding and whether or not they have already been secured.)*

Grant funds may not be used for professional development, KPS staff compensation, or for the purchase of materials or equipment which are the responsibility of KPS.

Proposals may be sent:

4. To the CIS office, 125 W. Exchange Place, Kalamazoo, MI, 49007
5. Via fax to the CIS office: 269-385-5806, attn: Emily Kobza
6. Via email to ekobza@ciskalamazoo.org

Note: information on various arts education resources can be found on KRESA's Education for the Arts (EFA) website: www.kresa.org/page/265

**Communities In Schools of Kalamazoo
KAY M. LABONTE MEMORIAL FUND GRANT
Proposal Cover Sheet**

Directions: Attach this sheet to your project proposal. The completed application must not exceed three standard size typewritten pages (including cover sheet). Do not add attachments. Proposals are due **Friday, November 11, 2016 by 5 p.m.**

Applicant's Name	Email Address
Home Address	Home or Mobile Phone Number
Project Title	Estimated Completion Date
Position	Amount Requested
Building/Department	Number of students directly involved in project

I understand: (1) Grant funds may only be used for projects as proposed, (2) Funds remaining after **Friday, June 2, 2017** MUST be returned to CIS, (3) If a report and receipts in the amount of the grant are not received by CIS prior to **Friday, June 16, 2017** a Form 1099 will be issued in the amount of funds outstanding, (4) Materials purchased with grant funds are the property of the Kalamazoo Public Schools District.

Applicant Signature	Date	For office use only <hr style="width: 50%; margin: 0 auto;"/> Application Number
Signature of Building Principal or Dept. Director	Date	

Please answer the following questions and attach to this cover sheet. Please use standard size (12 point) type and limit your responses to three pages. Do not include your name or school in the proposal's narrative.

1. Briefly describe the visual arts program/project/experience you are proposing.
2. How does this program/project/experience enhance students' study of the visual arts? What are the desired outcomes? What do you hope to accomplish?
3. What is your plan for carrying out the proposed program/project/experience?
4. Provide an itemized budget *(If additional funds are being sought to accomplish the project, please indicate those sources of funding and whether or not they have already been secured.)*

Richard N. Percy Memorial Scholarship Fund

Award:

- At least one scholarship of up to \$500 to be used for professional development that addresses personal interests and artistic or creative talents

Eligibility Criteria:

- Applicant must be a teacher or administrator in the Kalamazoo Public Schools.
- Applicant must be pursuing a professional development opportunity that addresses their personal interests and artistic or creative talents in ways that will benefit and enrich them. Their own artistic growth will benefit their students.

Selection Criteria:

- Applicants may apply the funding to the cost of lessons, registrations for programs/workshops, or other activities that benefit their professional and artistic growth, including materials, transportation, lodging, living expenses, and/or childcare.
- The professional development must be of the highest quality.
- When possible, the professional development should be related in some way to their position with the Kalamazoo Public Schools.

Important dates:

- Applications are due by Friday, February 3, 2017.
- Announcement of awards will be made in April 2017.
- Funded activities will normally be completed within one year after announcement of the award.

Background:

The Richard N. Percy Memorial Scholarship Fund was established in 1997 by Deborah Johnston, Lee Percy, and Richard Percy, Jr. to honor the memory of their father Richard N. Percy, Superintendent of the Kalamazoo Public Schools from 1960 to 1969. The Richard N. Percy Memorial Scholarship Fund is designed to support unique professional development for teachers and administrators in the Kalamazoo Public Schools.

How to apply:

In addition to the attached cover sheet, please provide the following in three pages or less.

Do not include your name or your building/department name.

1. Brief description of the proposed opportunity/professional development, workshop, lessons, seminar, or opportunity. 10 points
2. Statement of personal relevance of this project for the applicant. Weight will be given to additional relevance for students. 15 points
3. Statement of desired personal and professional outcomes 15 points
4. Statement of plans to share the experience with peers and/or students 5 points
5. Itemized budget of how the funds will be used. Indicate additional funding sources if applicable. 5 points

Proposals may be sent:

1. To the CIS office, 125 W. Exchange Place, Kalamazoo, MI, 49007
2. Via fax to the CIS office: 269-385-5806, attn: Emily Kobza
3. Via email to ekobza@ciskalamazoo.org

Richard N. Percy Memorial Scholarship Fund Grant Application

Directions: Attach this sheet to your project proposal. The completed application must not exceed three standard size typewritten pages (not including cover sheet). Do not add attachments. Proposals are due **Friday, February 3, 2017 by 5 p.m.**

Applicant's Name

Email Address

Home Address

Home or Mobile Phone Number

Project Title

Date(s) of Program

Position

Amount Requested

School/Department

Number of students directly involved in project

I understand: (1) Grant funds may only be used for the professional development opportunity as proposed. (2) Funds remaining after the staff development program is completed must be returned to CIS. (3) Receipts detailing how funds have been spent, copies of program brochures and other materials along with a written evaluation of the staff development program are due to CIS within 30 days after the program (4) If a report & receipts in the amount of the grant are not received by CIS with 30 days after the program a Form 1099 will be issued in the amount of funds outstanding.

Applicant Signature

Date

For office use only

Signature of Building Principal or Dept. Director

Date

Application Number

Please answer the following questions and attach to this cover sheet. Please use standard size (12 point) type and limit your responses to three pages. Do not mention your name or building in the narrative of the proposal.

1. Brief description of the proposed opportunity/professional development, workshop, lessons, seminar, or opportunity.
2. A statement of the personal and professional relevance of this project for both the applicant. Include statement of the relevance for students, if applicable.
3. A statement of the desired personal and professional outcomes.
4. Statement of plans to share information to share the experience with peers and/or students
5. An itemized budget detailing how funds will be used. (*Indicate additional funding sources if applicable and whether funding has been secured.*)

Timothy John Cain Memorial Fund

Award:

- Awards are issued on a rolling basis to fund tuition/registration scholarships for students to attend programs or classes in the arts or sciences. **A cumulative total of \$2,000 is available this year.**
- Our goal is to benefit as many students as possible.
 - Students and families are encouraged to apply for scholarships or financial aid that may be available from the program.
 - Some requests for scholarship assistance from the Timothy John Cain Memorial Fund may not be able to be fully funded, depending on the size of the request.

Eligibility:

- Elementary or middle school student nominated by a teacher or other staff person
- Student has both ability and interest in the arts (visual, music, drama, etc.), science, or math.
- Student has some financial need and other scholarship options have been explored.

Important dates:

- **Deadline to submit nominations:**
 - Winter classes: Friday, November 18, 2016
 - Spring classes: Friday, March 3, 2017
 - Summer classes: Friday, April 21, 2017

How to nominate a student:

1. Contact the parent/guardian to discuss the scholarship and have them complete the *“Parent/Guardian Release Form.”*
2. Complete the *“Scholarship Nomination Form.”*
3. Complete the program’s registration form.
4. Submit all forms:
 - To the CIS office, 125 W. Exchange Place, Kalamazoo, MI, 49007
 - Via fax to the CIS office: 269-385-5806, attn: Emily Kobza

Do not send materials directly to one of the programs.

Background:

The Timothy John Cain Memorial Fund was established in 1995 by Howard and Ruby Cain, parents of the late Timothy John Cain, a former student of Milwood Elementary School and 1976 graduate of Loy Norrix High School. This fund offers up to 100% tuition scholarships for elementary and middle school students to attend programs and classes in the arts and sciences.

Resources*:

Kalamazoo Institute of Arts	www.kiarts.org	
Kalamazoo Nature Center	www.naturecenter.org	
Kalamazoo Civic	www.kazoocivic.org	
KAMSC	www.kamsconline.com	Offers summer break camps
Gilmore Day Piano Camp	www.thegilmore.org	Offers summer camp at Sherman Lake
City of Kalamazoo	www.kalamazoo.org	Offers arts-related summer camps
West Michigan Glass Arts	www.wmglass.org	Offers arts-related campus during the year

**Note: these are suggestions and not intended to endorse any particular organization or program.*

**Communities In Schools of Kalamazoo
Timothy John Cain Memorial Fund
Scholarship Nomination Form**

Name _____ Grade _____

Parent/Guardian _____

Address _____

City _____ Zip _____ Telephone _____

I would like to nominate the above named student for a scholarship at:

(Please attach the registration form for the program.)

Please describe the reasons for nominating this student for a scholarship. Eligible students have both ability and interest in the arts, sciences, or math – as well as financial need.

Please indicate if a scholarship is available through the identified program.

The signed parental authorization is attached: _____

Staff Member

Date

School

Please return to:
Communities In Schools of Kalamazoo
Attn: Emily Kobza
125 Exchange Place
Kalamazoo, MI 49007

**Communities In Schools of Kalamazoo
Timothy John Cain Memorial Fund
Parent/Guardian Release Form**

As parent/guardian of _____, I agree to make sure that he/she is able to attend the program we have selected, including arranging transportation to and from the program and providing any other items required by the program (e.g. sack lunch, water bottle, etc.)

Name of Student: _____ Grade _____

School _____

Parent/Guardian Information

Parent or Guardian's Signature _____

Printed Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

PHOTO RELEASE

I hereby irrevocably give my consent without further consideration to allow Communities In Schools of Kalamazoo or their designated agents to use photographic images of me or my dependent(s) in any publication or broadcast medium for promotional purposes. (Note: this release is not a requirement to receive the scholarship.)

Parent or Guardian Signature

Date