



Grant Writing Workshop

..... Fall 2026

Agenda

- **Welcome, Meet the Team, & History of Klein Education Foundation**
- **Types of Grants, Grant Process, Scoring/Selection, Application, and Budget**
- **Tips and Tricks**
- **Q&A**



Christy Spisak
Director, Education Foundation

Jane Mast
Specialist, Education Foundation



Susan Dworaczyk



Sandy LaClave
Co-Chair



Heather Patrick
Co-Chair



Nicole Peters



Jenna Knight



Felicia Davis



Georgian Reitmeier



Rhonda Stowe



Caddie Cox



The **Klein ISD Education Foundation (KEF)** is a 501(c)(3) non-profit organization governed by a volunteer board of directors made up of local business, corporate and community leaders. The **foundation supports innovative academic and enrichment projects** in Klein ISD.



- Established in 2000
- Began awarding innovative grants in 2001
 - **\$2,870,380** in grants
 - **\$400,000+** in professional development
- “I wish I had” mini grants (Spring 2024 - Fall 2026)
 - **414** mini grants totaling **\$93,986**
- Professional Development grants
- Funding for the STEAM Express & Reading Express
- Funding for teacher incentives
 - New KISD teacher gift cards
 - Klein Family Connects - new teacher support



Grant Awards

- Individual teachers (\$5,000 maximum)
- Campus / Department (\$7,500 maximum)
- Multi-Campus (\$15,000 maximum)





- Open to Principals, principal-led initiative
- Funds for Campus-wide Student Programs
- Grants (\$25,000 maximum)



GRANT PROCESS



Grants issued once a semester,
2 cycles per year



Applications open in September
for fall semester and January
for spring semester



Fall 2026 deadline:
Monday, November 2

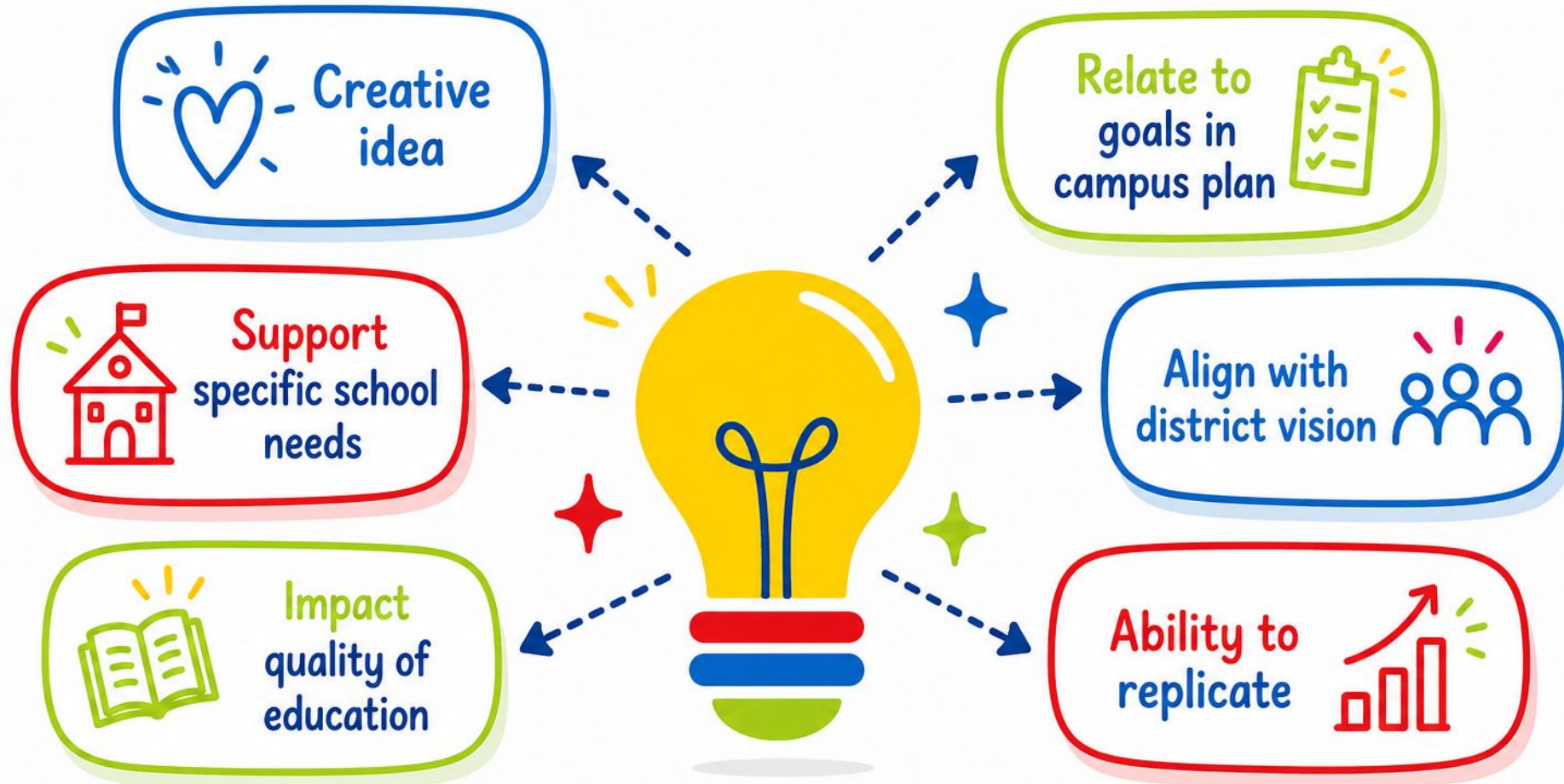


Evaluation of grants occurs
in November and April



kleineducationfoundation.net/educator-grants/

GRANT CRITERIA







The Grant Committee will review the applications:

- 1) Initial review by the KEF Grants Committee.
- 2) Teaching and Learning will evaluate and provide feedback.
- 3) The KEF Grants Committee will make final decisions and present slate to the KEF Board of Directors.
- 4) KEF Board of Directors approves slate of grants.
- 5) Approved grants will be presented to the Klein ISD Board of Trustees for formal acceptance.

The Grant Committee will make one of the following recommendations:

- A) approval
- B) approval with conditions and / or modifications, including partial funding
- C) non-approval



The **KEF Grant Committee** will review and score each grant application according to the following weighted criteria:

- ✓ **Summary - 10%**
- ✓ **Reimagines Learning: Instructional Purpose and Goals - 20%**
- ✓ **Cultivates Talent: Teaching and Learning Activities - 20%**
- ✓ **Quality/Thoroughness/Project Plan - 10%**
- ✓ **Builds Community and School Partnerships - 15%**
- ✓ **Evaluation, Assessment and Follow-Up Plan - 15%**
- ✓ **Budget - 10%**

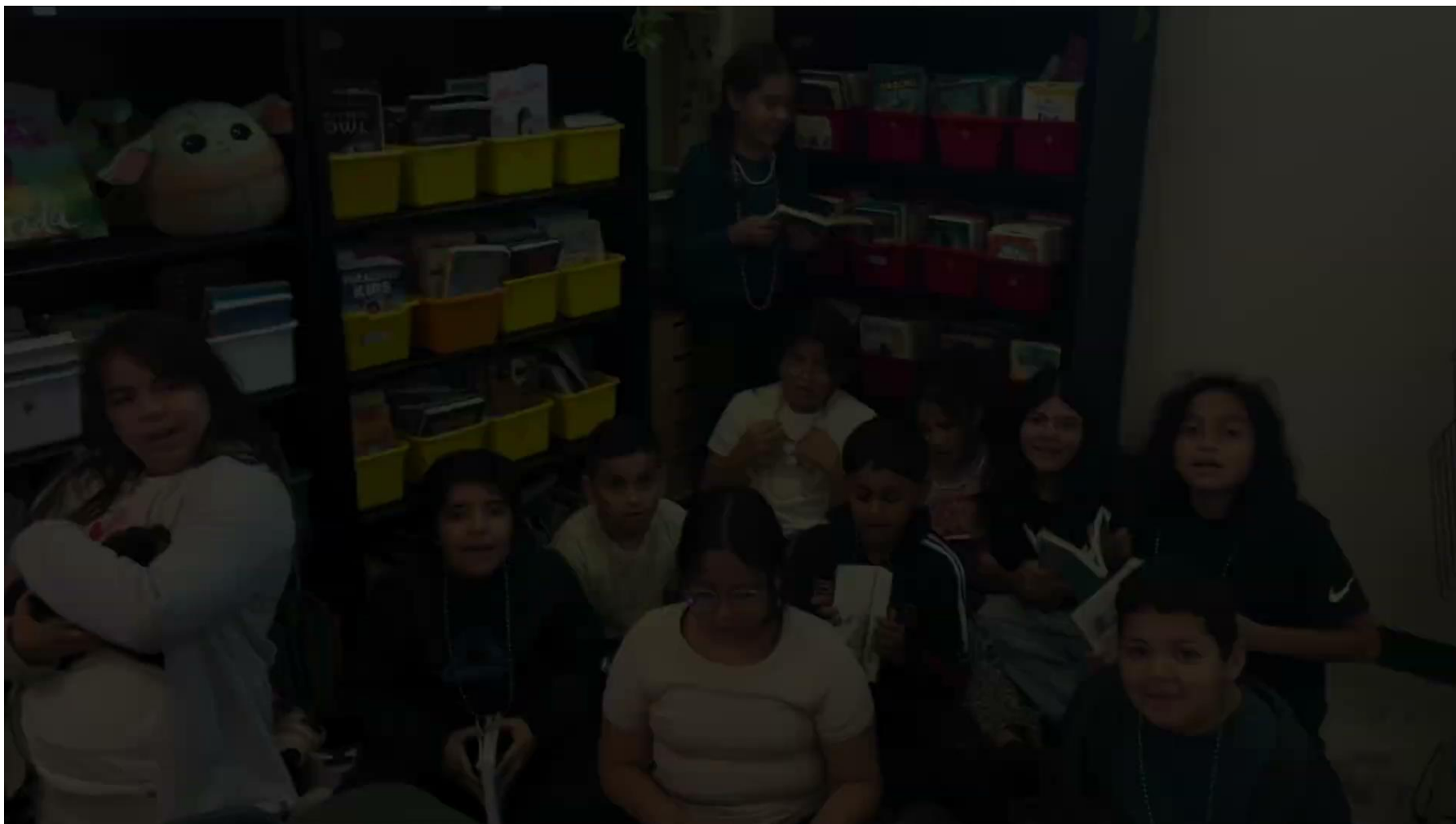


Grant pitch video - up to **90 seconds**

- Give us a clear picture of what you are proposing.
- Tell us why your idea is creative and why KEF should fund it.
- Share the impact it will have on students.
- Let your passion and excitement for the project come through!
- Use this as another opportunity to help the committee fully understand your idea and your ask.
- Keep it simple. It does not need to be professionally produced.

Grant Pitch

Video Example



Grant Pitch

Video Example



PART A. *Summary of Grant Proposal*

➔ WHAT NEED(S) IS (ARE) BEING ADDRESSED?

1. 

What do you plan to achieve?

2. 

What does success look like?

3. 

Who will conduct the project?

4. 

Who will be impacted?

5. 

How will students be selected to participate?

6. 

How will the project involve and challenge students?

PART B.

Reimagines & Impacts Learning through Innovation/Creativity:

Instructional Purpose and Goals

1.



What learning objectives do you expect to accomplish?

2.



What specific resources and materials will help achieve the project's goals and create a culture of learning?

3.



How does the project address individual instructional needs of students?

4.



How will the project engage students in rigorous learning and help close achievement gaps?

5.



How does this project help the students learn differently?

6.



Does this project benefit either a large number of students or a special population? If so, how?

7.



What do you think will be the most significant impact on student learning?

PART C.

Cultivates Talent:

Teaching and Learning Activities

1.



Which specific student learning activities will this grant support?

2.



How are the learning activities clearly and directly connected to building character, developing leadership, and enriching the student learning experience?

3.



How are the projects materials utilized in new and/or different ways?

4.



How do the activities motivate students, engage them in self-reflection, and provide a clear, relevant path for success?

PART D. Project Plan



Provide the **timeline** and **specific activities** that will take place throughout the project period to reach the stated goals.



PART E.

Builds Community and School Partnerships

1.



How will the project build community?

2.



How will the project continue beyond the initial grant period?

3.



If this plan is successful, what is the plan to sustain and/or replicate the project?

4.



What lasting benefits do you expect to see?

5.



Who are the current stakeholders who have bought into this project?

PART F.

Evaluation, Assessment and Follow-Up Plan

1.



What metrics will be used to evaluate the results of the project (outside of standardized test scores) that will show what students have learned and how they have progressed?

2.



How will you determine if the project is successful?

3.



What challenges could keep this project from being successful?

4.



How will you determine if the project is staying on-track? If it isn't, how will you course correct?

PART G: Budget

Klein ISD is the KEF fiscal agent for grants.

1.



Explain how your funds will support the request.

5.



Include shipping / handling costs.

2.



Grant recipients must follow district purchasing guidelines.

6.



Be sure there is no state sales tax added.

3.



Approved vendors must be used.

7.



Round up your total grant to even hundreds.

4.



Make sure item can be serviced by Klein ISD.

8.



Get written quotes, orders might not be placed for several months.

EVALUATION FORM

**for awarded grants*



*Form must be completed
to finalize grant.*



DUE DATE COMPLETION REQUIREMENTS:



Grants awarded in **DECEMBER**,
complete by the
following **DECEMBER**.



Grants awarded in **MAY**,
complete by the
following **MAY**.



Tips from previous grant winners

.....

Christy Gleason & Kimberly Jones-Williams



Klein Kloset

Grant Writing Tips



Speak with the KEF Team

The Klein Education Foundation is an incredible resource & wealth of information. Use this meeting to:

- Share your idea
- Ask questions
- Get feedback
- Learn what KEF is looking for

I remember feeling nervous to share my idea at first. Once I was brave enough to talk about it, the idea really started to take shape.



Dream Big

Once you have an idea, think beyond what you could accomplish on your own.

Could you :

- Partner with another school?
- Involve another department?
- Reach more students?
- Create a bigger community impact?

Remember you can only apply once, and future grants need to be a different idea.



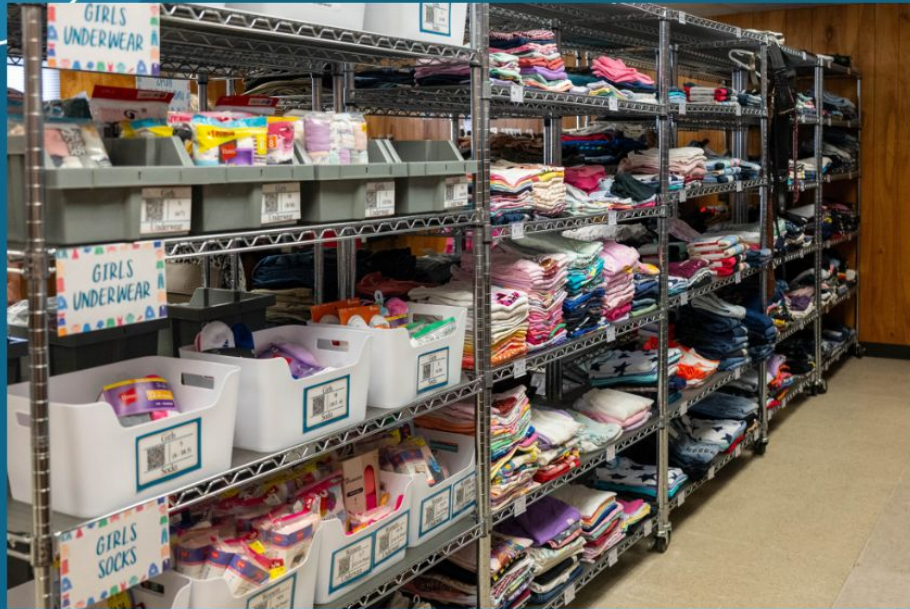
Start Early

My first step after the grant writing workshop was setting up a meeting with our Director, the Bridge Center, & my coworker.

That early conversation helped me:

- Identify other departments and partners
- Understand who needed to be involved
- Anticipate logistics
- Begin the approval process

There are multiple layers of signatures and approvals.



Keep a Working Draft



I kept one working document and continually added, edited, and refined ideas up until the deadline.

If you're working as a team:

- Decide who will tackle each section
- Play to each person's strengths
- Review the application together
- Keep it all in one place



Create a Catchy Name

A memorable name can help your idea stick.

For us, Klein Kloset became more than a name, it evolved into a recognizable concept, identity, and logo.

Choose a name that:

- Captures your idea
- Is easy to remember
- Connects to your audience
- Can grow with your project





Play to Your Strengths

For the Klein Closet, our greatest strength was the concept itself and how it reflects our Klein community.

I wasn't necessarily the strongest writer, and definitely wasn't comfortable on video, but the concept told our story.

Individual Feedback

Signing up for the one-on-one meeting with the KEF team was a huge help.

There were 2-3 areas where I felt stuck. Talking through those questions helped:

- Clarify my thoughts
- Strengthen my answers
- Hear a different perspective

For me the hardest part was data. What will success look like? How will we know the Klein Kloset made an impact?



Be Flexible

My original idea to think big involved a North & South location. After our initial meeting, from a logistical standpoint we consolidated to one center. The response to the Klein Kloset was greater than we anticipated, which was a wonderful problem to have, but it required us to adapt along the way.

We grew from one trailer to three, built a volunteer team, developed new ways to manage donations, and adjusted our laundry collaboration with the Bridge Center.

Don't just ask, "What will we do if this works?"

Ask, "What will we do if it works even better than we imagined?"

Have Fun

Grant writing is not easy, but an amazing opportunity to transition from dream to reality. The KEF team, and those who have been through the process are here to help.

Be Brave. Dream Big. Tell your story.

We can't wait to celebrate the Fall grant recipients & your hard work!





- **Titles**

- Keep titles short
- Use poetic techniques
 - Alliteration - Voyaging Via Video-Conference
 - Puns & Word Play - “The Easel Way to Write”
 - Metaphor - “Aerobics for the Mind”
 - Clever Acronyms - “O.S.C.A.R.: Our School Cares About Reading”
 - Statement of Fact - “The Physics of Safe Evacuations”
- Use nouns / verbs; avoid adjectives and adverbs.

- **Composition Quality: 3 C's - Clear, Correct, Concise**

- Eliminate passive “be” verbs.
- Write tight.
- Good grammar counts!

- **General writing tips**

- Change paragraphs as a visual aid to the readers.
- Eliminate “fillers,” overworked adjectives, all adverbs, passive verbs, “flowery language.”

- **Keep in mind - KEF raises money to give it away!**



Start Early, Stay Ahead

Don't wait for the due date—give yourself plenty of time. Read the application in detail so you're clear on every requirement.

Partner with Leadership

Talk with your administrator right away. Don't forget to ask about needed approvals and ensure your idea connects with campus/department priorities.

Plan for Sustainability

Show how your project will last beyond a single event. Build in reflection, feedback, and evaluation to demonstrate replicability. A strong evaluation plan reinforces both alignment and long-term impact.

Align with Mission and Needs

Ground your proposal in your our shared vision and the specific needs of your campus/department.

Strengthen Community Connections

Highlight partnerships with families, community members, and organizations—this not only adds value but also represents 15% of the scoring.

≡ SAVE THE DATE ≡

Grant Writing Workshop Part II



THURSDAY, OCTOBER 1 | 4:00 – 5:30 PM | VIRTUAL VIA TEAMS



Bring your great ideas for an informal session with the KEF Grant Committee.
The committee will talk through your ideas with you and offer suggestions and tips for your final application.

≡ Registration details coming soon! ≡

Applicants will sign up for a private, 15-minute virtual session with members of the Grant Committee.



Christy Spisak - Director, Klein Education Foundation

Email: cspisak1@kleinisd.net

Phone: 832-249-4753

Jane Mast - Specialist, Klein Education Foundation

Email: jmast1@kleinisd.net

Phone: 832-249-4754



this  could be  you 



