Mike's Kids Education Foundation
Literacy Grant Application Guide

The Mike's Kids Education Foundation will award up to 21 literacy grants each school year to Madison County Schools teachers to promote literacy development for Madison County Schools students.

Each complete grant application will include the following:

- Grant applicant's name and contact information
- Grant applicant's school and grade level or subject taught
- Program/Project Title
- Purpose of Program/Project – please include information about learning targets, student engagement, and impact on literacy.
- Population served and estimated number of participants
- Description of Program/Project
- Budget – Please be as specific as possible. If the budget exceeds the $500 allowed by the grant, please include how you will make up the difference.

Grant applicants can follow these guidelines:

- Be creative
- Be specific – What are you doing? Why? What materials are you buying?
- Check your math
- Make sure your application is as complete as possible before submitting it.

Timeline: Proposals will be reviewed, and grant recipients will be notified in November. Requests to purchase must be submitted **by January 31**.

Review Process: The MKEF Board uses the attached rubric for assessing and awarding grants.

Budget: Detailed budget information is essential. If it is not possible to give exact amounts, please provide the best estimates possible, noting the amounts are estimates. If your budget exceeds the $500 allowed by the grant, don't forget to include how the excess costs will be paid.

Grant requirements: Each grant recipient will be asked to attend the December Madison County Board of Education regular meeting for recognition. Each grant recipient will be required to submit a written report and photos at the close of the grant project. This information may be used on the MKEF website and other MKEF promotional materials.

Grant funds cannot be used for the following expenditures: travel expenses, registration fees for training or conferences, consumables such as food for a program, or snacks for an event.

Completed grants must be emailed to
mkef@madison.kyschools.us
no later than Nov. 5th, 2024

Scoring Rubric

Instructions to scorer: Rate the level achieved for each of the five criteria. Please use the "comments" box for any critiques or suggestions for improvement.

Criteria	1	2	3	4	5	Rating
A. Proposal Complete	The proposal is severely incomplete and lacks crucial sections and content.	The proposal is somewhat incomplete, missing key sections and details.	The proposal is basic and mostly complete but lacks some necessary content.	The proposal is generally complete with most sections present and filled with essential information.	The proposal is exceptionally complete with all sections present and thoroughly detailed.	
B. Budget	The budget is unclear and incomplete.	The budget is somewhat unclear but includes some essential elements.	The budget is somewhat clear and complete but lacks details.	The budget is clear and complete with essential elements.	The budget is exceptionally clear, complete, and detailed, including all necessary items and subcategories.	
C. Clear Learning Targets	Learning targets are unclear or entirely missing. They lack specificity and do not align with the intended outcomes	Learning targets are somewhat clear but may lack alignment with the intended outcomes.	Learning targets are clear and generally matched to the intended outcomes, but they may lack some details or specificity.	Learning targets are clear, focused on literacy improvement, and well-aligned with the proposal's aims.	Learning targets are exceptionally clear, specific, well-aligned with literacy goals, and directly linked to the proposal's aims.	
D. Student Engagement	The proposal lacks elements that would lead to meaningful student engagement or interaction.	The proposal includes minimal elements for student engagement, but they are underdevelope d or unclear.	The proposal contains basic elements for student engagement, but they are somewhat limited in scope or detail	The proposal includes elements that will foster moderate student engagement, although they may require improvement in terms of depth and variety.	The proposal incorporates high-quality elements that will significantly enhance student engagement, providing a wide range of interactive and thought-provoking activities.	
E. Impact on Literacy	The proposal lacks a clear plan for	There is a basic plan for assessment	The proposal provides a general plan	The proposal provides a general plan for	Proposal has strong impact on improving literacy	

	assessing and measuring the impact on literacy.	and measurement, but it lacks detail or clarity.	for assessing and measuring the impact on literacy, including some metrics and methods. The proposal provides a well-defined plan for assessing and measuring the impact on literacy, including specific metrics and methods.	assessing and measuring the impact on literacy, including some metrics and methods. The proposal provides a well-defined plan for assessing and measuring the impact on literacy, including specific metrics and methods.	with details on The proposal provides a detailed, comprehensive plan for assessing and measuring the impact on literacy, including specific metrics, methods, and a timeline.	

Total number of students impacted by proposal: _____

Total Score	**/25**
Comments	