

**Request for Application (RFA)**

**FY26 Community Education Grant**

| **Application Deadline** | **Issued By** |
| --- | --- |
| **Thursday, July 17, 2025,**  **4 p.m. ET** | Kentucky Department of Education Office of Continuous Improvement and Support |
| **Questions** | **Submission** |
| [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Questions will be accepted by email until  **4 p.m. ET on June 17, 2025.** | Email submissions sent to  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov). |

**Special Instructions:** Failure to follow these specific instructions will deem an application as non-responsive and will not be scored.

* Current grantees are **not** eligible to apply. State-funded community education grants are limited to one per county.
* Only public school districts are eligible to apply and serve as the project’s fiscal agent.
* Applicants are responsible for monitoring [KDE’s Competitive Grants webpage](https://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) for amendments and updates to the posted RFA and supporting materials.
* Plagiarism is strictly prohibited. The use of artificial intelligence (AI) to generate application content will also be considered plagiarism.
* The Kentucky Department of Education (KDE) reserves the right to waive minor technical issues.

## Solicitation Schedule:

| **Date** | **Event** | **Location** | **Additional Information** |
| --- | --- | --- | --- |
| **June 10, 2025** | RFA released | Online | Not Applicable (N/A) |
| **June 10, 2025** | Technical assistance (TA) webinar | Online | Watching this prerecorded TA session is recommended. |
| **June 17, 2025** | Questions deadline | Email | Questions should be emailed to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov). |
| **June 24, 2025** | FAQ posted | Online | N/A |
| **July 17, 2025** | Application deadline | Send to KDE via email | Required |
| **July 28 – Aug. 1, 2025** | Application reviews | KDE | N/A |
| **On or around Aug. 7, 2025** | Awardees are posted to KDE website | Online | N/A |
| **August 2025** | MOA process (KDE and LEA) | N/A | N/A |
| **Sept. 1, 2025** | Funding available to LEAs | N/A | N/A |

## Introduction:

The Kentucky Department of Education is issuing a Request for Application (RFA) to implement local community education initiatives for a maximum of four community education initiatives. Community education is defined in Kentucky Revised Statute (KRS) 160.155(3) as a program in which a public building, including a public elementary and secondary school, is used as a community center operated by a local education agency in cooperation with other groups in the community, community organizations and local government agencies to provide educational, recreational, cultural, health care and other related community services in accordance with the needs, interests and concerns of the community.

When fully embraced, community education is a way of thinking about and organizing public

schools for individual and community development. Thus, the community education process requires all members in a community to become meaningfully involved in the decisions that impact community support of public education, helps students acquire the skills and competencies needed for success after high school, expands the use of public facilities to meet the needs of all community members, provides programs and services that address the needs of all ages, creates a spirit of collaboration among community agencies and works to improve home, school and community relations.

### Community Education Components:

The Kentucky General Assembly approved enabling legislation in 1982 and state funding was

approved in 1985 for community education programs as part of an overall education improvement initiative. Since the beginning of state funding, the program has evolved and matured and has become an important part of the Kentucky Department of Education's mission and vision for public education. Conceptually and operationally, community education focuses on five major components: facility usage, lifelong learning opportunities, collaboration, volunteerism/citizen involvement and preschool through 12th-grade support.

1. Facility Usage - Community schools serve the entire community and should be the learning center for all ages. A fully functioning community school offers an array of programs and services to allow all community members to utilize school facilities.
2. Lifelong Learning - Learning begins at birth and continues throughout one’s life. Public schools are the basic education agency of the community and are appropriate to address the education needs and interests of the community. Learning opportunities should be based on the needs identified in the needs assessment, community interest and inclusion of all age groups.
3. Collaboration – Community Education should be reflected in the district's comprehensive improvement plan to facilitate effective coordination of programs, such as Family Resource and Youth Service Centers, dropout prevention, volunteer programs, after-school programs, etc. Externally, communication education provides the linkage needed with business, industry, community agencies and/or organizations, as well as individuals, to engage in community/school problem-solving.
4. Volunteerism/Citizen Involvement - Community schools should create meaningful opportunities for parents and community members to volunteer their time and expertise to support schools and community needs. Community education directors should be actively involved in recruiting and training volunteers.
5. Preschool through 12th Grade Support - Community education should be aligned with the district/school's comprehensive improvement plan. Activities should be implemented that support academic needs, transition readiness and opportunities for students from preschool through 12th grade to be active members of their community.

## Funding and Match Requirements:

Grants will be awarded based on the availability of funds. One grant of $20,000 will be awarded to a school district to employ a full-time community education director. The community education director must implement a comprehensive community education initiative county-wide. Only one grant per county will be awarded. Counties that have more than one school district must collaborate in implementing the community education initiative for all schools and communities. Applicants are required to provide a 25% ($5,000) cash match. Grant and match funds can only be used for salary to hire a full-time community education director.

| **Description of the Expenditure** | **Amount** |
| --- | --- |
| Community Education Director’s Salary – Grant Funds | $20,000 |
| District’s 25% Cash Match | $5,000 |
| Total | $25,000 |

## General Information:

Applications will only be accepted from public school districts that submit a plan to implement community education activities county-wide. If multiple school districts are located within the county, then all school districts must be involved in the development and design of the application. Only one grant per county may be submitted for consideration. If more than one grant from the same county is submitted, both will be disqualified and not scored.

## Grant Period and Contract:

The grant is anticipated to begin Sept. 1, 2025. Pending funding availability, community education grants are renewable annually if all grant assurances and requirements are met.

## Grant Requirements:

A public school district may receive funding for a community school program if the following criteria (established in KRS 160.157) are met:

* Submits an application for approval;
* Submits a plan, to the Kentucky Department of Education, approved by the local board of education, which outlines the proposed community education program, including procedures for obtaining the involvement and cooperation of other agencies and groups in identifying and recommending programs for meeting locally determined needs; and
* Establishes an advisory council to assist in conducting community needs assessments and recommending program priorities to district leaders.
* Employs one (1) full-time community education director.

## Co-applicant Information:

Two (2) or more school districts may combine for purposes of qualifying for state funds if the local districts identify a district of record for purposes of receiving state community education funds, maintaining  record, s and filing reports. Two (2) or more districts in the same county that wish to apply for state funds must submit a joint proposal.

## Reporting:

Each grantee receiving state funds for a community education program must submit an annual report to the Kentucky Department of Education. The report must include an evaluation of the program and a financial statement. Failure to submit the report shall result in the loss of state funding.

## Application Requirements:

### Cover Page:

Cover page components are located on page 10 of the RFA. Superintendents should read and complete the fields located on the page.

### Community Education Assurances:

Assurances are located on page 12 of the RFA. Superintendents should read and complete the fields located at the bottom of the page.

### Community Education Director Job Description:

When submitting the application, please include a proposed job description for the community education director in your district.

### Narrative Plan:

The application must address the bullets detailed below in the order provided. Narrative responses should be double-spaced and the narrative may not exceed 10 pages in length.

1. An analysis of the community’s needs that serves as the guiding framework for the district’s community education program and how the proposed program will address those identified needs. (10 points)
2. A description of the schools to be served and how those schools will benefit from the community education program (10 points)
3. A description of how the proposed program will address the required components of community education initiative detailed on page 3 of this RFA.
4. Facility Usage – (10 points)
5. How is your facility currently utilized in the community?
6. What is your plan to increase community utilization of the district facilities?
7. Lifelong Learning – (10 Points)
8. How is the district currently using resources or facilities to encourage lifelong learning?
9. How will the Community Education Director increase the use of resources or facilities to encourage lifelong learning?
10. Collaboration – (10 points)
11. How will the Community Education Director plan to facilitate effective coordination of internal programs, such as Family Resource and Youth Service Centers, dropout prevention, volunteer programs, after-school programs?
12. How will the Community Education Director plan to facilitate effective coordination of internal external programs, such as, the linkage needed with business, industry, community agencies and/or organizations, as well as individuals, to engage in community/school problem-solving?
13. Volunteerism/Citizen Involvement – (10 Points)
14. Describe how the Community Education Director will create meaningful opportunities for parents and community members to volunteer their time and expertise to support schools and community needs.
15. Describe how the Community education director will be actively involved in recruiting and training volunteers.
16. Preschool through 12th Grade Support – (10 Points)
17. Describe how Community education will be aligned with the district/school's comprehensive improvement plan.
18. Describe activities that will be implemented that support academic needs, transition readiness and opportunities for students from preschool through 12th grade to be active members of their community.

### Formatting Requirements:

Failure to follow the formatting requirements may deem your application non-responsive.

1. Double-spaced
2. Letter-size (8 ½ x 11)
3. Times New Roman 12-point font (no compressed, narrow, or light fonts allowed)
4. Margins for the narrative portion should be 1-inch on all sides.
5. Texts within charts, graphs and tables may be in Times New Roman, 10-point font and single-spaced.
6. Bulleted lists should be **single-spaced** and must be in Times New Roman 12-point font.
7. Charts, graphs, bulleted lists and tables may not comprise more than 20% of the total narrative.
8. All text should be black.

## Application Components:

The grant application must include the following in the order listed below to be considered for review and each component should be clearly labeled within the application.

1. Community Education Cover Page with the district superintendent's signature (Required)
2. Collaborating Districts Form (Optional)
3. Community Education Grant Program Assurances (Required)
4. Community Education Director’s Job Description (Required)
5. Narrative Plan (not to exceed 10 pages with prior approval by the local board of education) (Required)

## Submission of Application

1. Scan or save the completed application in its entirety, including signatures, to PDF format. Save the original application as ***CE26 District***. For example, Woodford County would save the original application as *CE26 Woodford*.
2. Scan or save a blinded/redacted copy of the application in its entirety to PDF format. Save the redacted application as ***CE26 District B***. For example, Woodford County would save the redacted application as *CE26 Woodford B*.
3. Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).

* On the subject line of the email, type ***CE26 District***.
* If possible, **send both attachments in the same email**. If necessary, the application may be sent in parts. **ALL PARTS MUST BE RECEIVED-DATE/TIME STAMPED BY THE DEADLINE of July 17, 2025, 4 p.m. (ET).**
* Keep in mind that email coming into KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
* Applications received after the deadline will not be reviewed or considered for the award.
* Do not carbon copy (CC:) others on application submissions.
* **Do not send Google Docs or documents from Google Drive.**
* Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an award.

## Redacting Instructions

Blinding/Redacting is the removal of identifying information from an application. Identifying information is district name, school name, county name and city name. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X’d out - using the find and replace feature - ex: XXX.

Please review redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are included. Redacted copies will be scored as received.

## Evaluation of Application

Internal reviewers will be trained for this specific competition, and they will evaluate applications using the RFA and scoring rubric aligned to the criteria established in the RFA. Recommendations will be based on independent reviewer scores.

## Scoring Rubric

The following Evaluation Criteria serve as both an outline for the application narrative and the scoring rubric for peer review panels.

| **Evaluation Criteria** | **Maximum Points** |
| --- | --- |
| An analysis of the community’s needs that serves as the guiding framework for the district’s community education program and how the proposed program will address those identified needs. | 10 points |
| A description of the schools to be served and how those schools will benefit from the community education program. | 10 points |
| **Required Component: Facility Usage**   1. How is your facility currently utilized in the community? 2. What is your plan to increase community utilization of the district facilities? | 10 points |
| **Required Component: Lifelong Learning**   1. How is the district currently using resources or facilities to encourage lifelong learning? 2. How will the community education director increase the use of resources or facilities to encourage lifelong learning? | 10 points |
| **Required Component: Collaboration**   1. How will the community education director plan to facilitate effective coordination of internal programs, such as Family Resource and Youth Service Centers, dropout prevention, volunteer programs, after-school programs, etc.? 2. How will the community Education director plan to facilitate effective coordination of internal external programs, such as the linkage needed with business, industry, community agencies and/or organizations, as well as individuals, to engage in community/school problem-solving? | 10 points |
| **Required Component: Volunteerism/Citizen Involvement**   1. Describe how the community education director will create meaningful opportunities for parents and community members to volunteer their time and expertise to support schools and community needs. 2. Describe how the community education director will be actively involved in recruiting and training volunteers. | 10 points |
| **Required Component: Preschool through 12th Grade Support**   1. Describe how community education will be aligned with the district/school's comprehensive improvement plan. 2. Describe activities that will be implemented that support academic needs, transition readiness and opportunities for students from preschool through 12th grade to be active members of their community. | 10 points |
| **Total Points:** | 70 points |

# Kentucky Department of Education

# Office of Continuous Improvement and Support

# Community Education Grant Cover Page

**District/Fiscal Agent Name:** Click or tap here to enter text.

**District/Fiscal Agent Adress:** Click or tap here to enter text.

**Superintendent’s Name:** Click or tap here to enter text.

**Superintendent’s Phone Number:** Click or tap here to enter text.

**Superintendent’s Email Address:** Click or tap here to enter text.

**Finance Officer’s Name:** Click or tap here to enter text.

**Finance Officer’s Phone Number:** Click or tap here to enter text.

**Finance Officer’s Email Address:** Click or tap here to enter text.

**Grant Writer’s Name:** Click or tap here to enter text.

**Grant Writer’s Phone Number:** Click or tap here to enter text.

**Grant Writer’s Email Address:** Click or tap here to enter text.

**Grant Collaborator Name(s) (If Applicable):** Click or tap here to enter text.

I ensure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I ensure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

Superintendent’s Signature Date

Notary Signature Commission Expires Date

## Collaborating Districts:

(If applicable, list collaborating district(s) and their contact information.)

|  |  |
| --- | --- |
| **District** | **Contact Person & Email** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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## Community Education Grant Assurances

1. The information in this application is accurate. It constitutes a request for community education grant funds to hire a full-time community education director and implement the programs/activities stated in the community education grant application.
2. The applicant's governing body has authorized the filing of this application. The undersigned representative has been duly authorized to file this application on behalf of the said applicant and otherwise to act as the authorized representative of the applicant in connection with the application.
3. The community education program will be operated in compliance with all applicable state and federal laws, regulations, policies and administrative issuances by the Kentucky Department of Education, including submission of such reports that may be required.
4. The district must provide a 25% ($5,000) cash match and the $20,000 grant and the 25% cash match ($5,000) will be used only to pay for a full-time community education director.
5. Either party may prematurely cancel this contract should funds become unavailable or unsatisfactory progress toward program development and implementation occur.
6. An advisory council that meets at least four times a year and includes representation from the district, schools, community, parents and students must be established.
7. The applicant will submit an annual report to the Kentucky Department of Education on or before the due date. Alongside the annual report, the district must submit a financial report documenting that the $20,000 grant funds and the required $5,000 district cash match funds are used only for the salary of a full-time community education director.
8. Any changes in the program, staff or budget contract will be submitted to the Kentucky Department of Education for approval.
9. Community Education programs may receive periodic monitoring visits from Kentucky Department of Education staff.
10. The Community Education Director will participate in all professional development provided by the Kentucky Department of Education.
11. All fiscal records and documentation of program accomplishments, as reported by the applicant to the Kentucky Department of Education, will be maintained by the applicant for five years.

**Fiscal Agent**: Click or tap here to enter text.

**Date**: Click or tap to enter a date.

**Superintendent’s Name**: Click or tap here to enter text.

Superintendent’s Signature