

Charlotte Public Schools Education Foundation

Grant Application 2011-2012

Due Date : August 26, 2011

Date of Submission _____

For 2011-2012 Academic Year

Name of Applicant: _____

Name of Co-Applicant (if applicable): _____

Position: _____

Building Name: _____

School Phone: _____

E-Mail Address: _____

Home Phone: _____

Best Time to Reach You: _____

Project Title: _____

Principal: _____ Date Approved _____

Technology Director:* _____ Date Approved _____

Office of Instruction: _____ Date Approved _____

Business Office: _____ Date Approved _____

*Required for technology project.

CPS Education Foundation

Grant Application 2011-2012

Due by: August 26, 2011 at 4:00 p.m. EST

Each application must be complete. No changes or additions will be accepted after the above due date. Please see Attachment A for guidelines.

A. Project

Project Title: _____

Grade Level(s) Subject: _____

Approximate Number of Students Impacted: _____

B. Funding

Note: CPSEF funding will not be approved for regular general operating expenses such as class field trips, food, transportation, uniforms, athletic equipment, teacher salaries (full time or substitutes), teacher summer study, professional conference/workshops or conventions.

Amount of Funding Requested From CPSEF: \$ _____

Check Appropriate Box:

- Individual Grant
- Building Wide/District Wide (Maximum \$1,000)
- Multi-Year (3-Year Maximum)

Are you seeking funding from multiple resources for this project Yes _____ No _____

If yes, source of additional funds _____ Amount _____

Total Project Budget – All Funds: \$ _____

(Use Attachment A for Budget Details)

C. Project Description

Please give specific reasons why you think there is a special need for your project and how your class, building, or district will benefit:

Summary of Project (one paragraph):

List Student Achievement Objectives (be specific):

Student Achievement Evaluation (Be specific as to criteria/method of determining whether or not objectives have been achieved and level of project success):

CPSEF Mini-Grant Application General Guidelines

1. Applications are to be complete when submitted to:

Person/Office: The Superintendent's Office, 378 State Street, Charlotte, MI 48813

Date/Time: Applications are due by August 26, 2011 at 4:00 p.m. EST
2. Applications will be reviewed on a competitive basis and scored using a rubric (see Attachment B) which addresses completion of the application and budget, clarity of project description, timeline, curriculum guideline coordination, innovation and creativity, number of students involved or impacted, and strength of project evaluation plan.
3. Any proposed technology and associated costs must be pre-approved by the Director of Technology for Charlotte Public Schools.
4. Funds from other sources including building or curriculum budget should be considered by each applicant.
5. Guest speakers will be funded provided the speaker gives permission to tape the program.
6. Any funds not expended for the items listed in the award will revert back to the CPSEF.
7. CPSEF requires documentation that demonstrates how the funds were expended. Such documentation must include receipts.
8. Other documentation might include a written summary of the project and the impact on the students, photographs of the students participating in the project, examples of the student's work, etc.
9. Any publicity about or promotion of the project is to include a notation that the project was supported in whole or in part by the CPSEF.

