

# Charlotte Public Schools Education Foundation

Grant Application for Academic Year **2018-2019**

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**(This is a MSWORD document. Save the file under your name with a date before emailing as instructed. Example: Smith-Mary, Mini Grant 10-2-18)**

**Due Date: November 1, 2018**

Date of Submission:

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:

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Central Office, Building Principals and the Mini-Grants Committee will be emailed a copy of the grant submission by the applicant for consideration as instructed.

Questions, comments or concerns should be addressed to the Mini-Grant Review Committee at: [cpsef14@yahoo.com](mailto:cpsef14@yahoo.com)

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Prior to award, the Mini-Grants Committee will communicate with the Office of Instruction and the Business Office.

## CPSEF Mini-Grant Application

### General Guidelines

1. This is a MSWord document. **Save the file under your name with date of submission** before typing in your information and emailing as instructed.  
Example: Smith-Mary, Mini Grant **10-2-18**
2. **Applications are to be complete and submitted electronically to:**
  - a) Sheryl Baker, Central Office: [bakers@charlottenet.org](mailto:bakers@charlottenet.org)
  - b) Your building principal
  - c) CPS Education Foundation: [cpsef14@yahoo.com](mailto:cpsef14@yahoo.com)
3. Date/Time: Applications are due by **November 1, 2018** at 4:00 p.m. Grants will be awarded on **November 9, 2018**.
4. Applications will be reviewed on a competitive basis and scored by the Mini-Grants Committee using a rubric (see Attachment B). Prior to award at the **November 9, 2018** meeting, the Mini-Grants Committee will meet with the Office of Instruction and Business Office staff for input.
5. Any proposed technology and associated costs will be reviewed by Central Office staff.
6. Funds from other sources including building or curriculum budgets should be considered by each applicant.
7. Guest speakers will be funded provided the speaker gives permission to tape the program.
8. Any funds not expended for the items listed in the award will revert back to the CPSEF.
9. CPSEF requires documentation that demonstrates how the funds were expended. Such documentation must include receipts.
10. The attached evaluation form must be completed and returned by the second Friday of May. **PHOTOPRAPHS OF THE STUDENTS PARTICIPATING IN THE PROJECT AND/OR EXAMPLES OF THE STUDENT'S WORK** must be provided and can be sent anytime during the project to [cpsef14@yahoo.com](mailto:cpsef14@yahoo.com). These pictures may be used in an article in the local paper, in school publications or on the foundations' website. The teacher's name and a caption for the picture must be included.
11. 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.

**Grant Application 2018-2019**

Due by: **November 1, 2018** 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: \$

**Up to \$300** may be requested for an individual classroom grant.

**Up to \$500** may be requested for a grade level or department classroom grant.

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**

1. Summary of Project (one paragraph):
2. Please give specific reasons why you think there is a special need for your project and how your class, building, or district will benefit:
3. List Student Achievement Objectives (be specific):
4. Evaluation Plan (Be specific as to criteria/method of determining whether or not objectives have been achieved and level of project success) (**AN EVALUATION REPORT IS DUE BEFORE THE SECOND FRIDAY IN MAY**):

**D. Task – Timeline Sequence Schedule**

Please complete the schedule of tasks to be performed and any information necessary to complete your proposed project.

<b>Task</b>	<b>Individual/Group Responsible</b>	<b>Completion Date</b>

**Attachment A  
Budget Detail**

Please itemize planned expenses

**Total Proposed Budget: \$**

<b>Item</b>	<b>Projected Cost</b>	<b>Projected Date of Expense</b>	<b>Funding Source if other than Mini-Grant</b>

Details on accounting procedures will be distributed to applicants with funded projects.

## CPSEF Mini-Grant Evaluation Reporting Form

All grant recipients must complete this Mini-Grant Evaluation Reporting Form **by the second Friday of May**. Both requirements can be sent in the same or separate emails to: [cpsef14@yahoo.com](mailto:cpsef14@yahoo.com)

- 1) PHOTOPRAPHS OF THE STUDENTS PARTICIPATING IN THE PROJECT AND/OR EXAMPLES OF THE STUDENT'S WORK must be provided and can be sent anytime during the project. These pictures may be used in an article in the local paper, in school publications or on the foundations' website. The teacher's name and a caption for the picture must be included.
  
- 2) IN 3 – 5 SENTENCES, TELL US THE GREATEST IMPACT THIS GRANT HAD ON YOUR STUDENTS AND CLASSROOM.

Teachers: We are trying to streamline the evaluation process for you because we know how busy you are the last couple of months of school. Feel free to give us your input in your email. Thank you!

**Attachment B**

**Charlotte Public Schools Education Foundation Evaluation Rubric  
(Used by Mini-Grant Evaluation Committee)**

Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application Complete: \_\_\_ Yes \_\_\_ No Budget Included: \_\_\_ Yes \_\_\_ No Reviewer: \_\_\_\_\_

Project funding from other sources: \_\_\_\_\_

	3	2	1	N/A	COMMENTS	SCORE
<b>Project description</b>	Detailed, clear and complete	Some information and detail provided	Limited information and detail provided			
<b>Number of Students involved:</b>	Potentially Large number of students involved	Group of students involved	Limited student involvement			
<b>Project timeline and task detail</b>	Great detail and realistic to accomplish	Needs more detail and appropriateness	Minimal detail and unrealistic			
<b>Budget detail</b>	Complete and detailed	Some detail provided	Limited detail provided			
	5	3	1	N/A	COMMENTS	SCORE
<b>Project benefits for students</b>	Excellent benefits to students	Some benefits to students	Limited benefits to students			
<b>Project impact on student achievement</b>	Great impact on student achievement	Some impact on student achievement	Limited impact on student achievement			
<b>Strength of project evaluation plan</b>	Strong evaluation plan	Average evaluation plan	Minimal evaluation plan			
					<b>TOTAL SCORE (27 maximum available)</b>	

**Additional Information to consider:**