

Charlotte Public Schools Education Foundation

Grant Application for Academic Year **2019-2020**

(This is a MSWORD document. Save the file under your name with a date before emailing as instructed. Example: Smith-Mary, Mini Grant 10-2-19)

Due Date: November 8, 2019

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:

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

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 **10-2-19**
2. **Applications are to be complete and submitted electronically to:**
 - a) Central Office: secretary of superintendent
 - b) Your building principal
 - c) CPS Education Foundation: cpsef14@yahoo.com
3. Date/Time: Applications are due by **November 8, 2019** at 4:00 p.m. Grants will be awarded on **November 22, 2019**.
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 22, 2019** meeting, the Mini-Grants Committee will be open for input from the Office of Instruction and Business Office staff.
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 evaluation must be completed and emailed by the second Friday of May.
PHOTOPRAPHS in JPG 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. These pictures may be used in an article in the local paper, in school publications or on the foundations' website or Facebook page. 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 2019-2020

Due by **November 8, 2019** 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.

Task	Individual/Group Responsible	Completion Date

**Attachment A
Budget Detail**

Please itemize planned expenses

Total Proposed Budget: \$

Item	Projected Cost	Projected Date of Expense	Funding Source if other than Mini-Grant

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

CPSEF Mini-Grant Evaluation Reporting Form

All grant recipients must complete the Mini-Grant Evaluation Report **by the second Friday of May**. Both requirements can be sent in the same or separate emails to:

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 in JPG. These pictures may be used in an article in the local paper, in school publications or on the foundations' website and Facebook page. The teacher's name and a caption for the picture must be included.

- 2) IN 3 – 5 SENTENCES in Word, TELL US THE GREATEST IMPACT THIS GRANT HAD ON YOUR STUDENTS AND CLASSROOM. Please do not put the pictures in the article. Send the pictures separately.

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

