

# Charlotte Public Schools Education Foundation

## Grant Application 2016-2017

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**Due Date: October 10, 2016**

Date of Submission \_\_\_\_\_

### For 2016-2017 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: \_\_\_\_\_

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REQUIRED: \_\_\_\_\_ Date Approved \_\_\_\_\_

Principal Signature

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Prior to award, the Foundation Mini-Grants Committee will communicate with the following offices:

Office of Instruction: \_\_\_\_\_ Date Approved \_\_\_\_\_

Business Office: \_\_\_\_\_ Date Approved \_\_\_\_\_

# CPS Education Foundation

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## Grant Application 2016-2017

Due by: **October 10, 2016** 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)

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)**



**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 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 **October 10, 2016** 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, 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 Building Principals.
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. **The attached evaluation form must be completed and returned by the second Friday of May. PHOTOGRAPHS 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 foundation's website. The teacher's name and a caption for the picture must be included.**
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.

## 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) PHOTOGRAPHS 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 foundation's 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!