



CHEYENNE SCHOOLS FOUNDATION

2018 *Excellence in Education* Grant Application

General Grant Guidelines:

- The maximum grant amount is \$3,000.
- Projects should involve multiple classrooms and/or schools and have a strong community connection.
- Only one grant application is allowed per elementary school per year. Secondary schools may submit more than one application if the request is not from the same department or discipline.

Funds Restrictions:

- Grant funds may not be used to cover costs associated with meals, parties or salaries.
- Grant funds may not be used to cover costs incurred prior to grant being awarded.
- Material purchased with grant funds must stay at the project site.
- Funds will be disbursed through the District. Recipients will not receive individual checks.

Format Guidelines:

- Use the Comments section at the end of the application if there is not enough room in the space provided.
- The application should not exceed four pages. You may include supplementary material.
- Do not mention your name, the name of your school or any other identifying information in the details of your grant. This allows the grant readers to provide an unbiased evaluation of your project.
- Not all grant readers are educators, so avoid specialized language in your responses.

Principal Approval:

- The school principal must sign all grant applications before they are submitted. If more than one school is involved, each principal must sign the application.

Review by Superintendent of Instruction:

All projects must be submitted for review to the Assistant Superintendent of Instruction, attention Dawn Duffey - dawn.guffey@laramie1.org (Administration Building, Room 128) no later than 4:00pm on Wednesday, September 12, 2018. **(Submitted projects not returned to Grant Applicant by Monday September 17, 2018 will be assumed approved.)*

Technology Approval:

If a project includes the purchase of technology or software, the Technology Director must also sign your application before it is submitted. Include website addresses for any Technology (hardware & software) and Website addresses to the ‘terms of service’ and privacy policy for technology. Include this in the Comment/Additional Information Section.

Grant Winner Obligations:

- Return the attached Evaluation Form and a final report on their project including an expense statement to the Grants Committee by May 1, 2019. Any unused funds will be returned to the Foundation.
- Share information about their projects with students, parents, CSF members, grant donors, the media, and others.
- Share the results of their project with their colleagues in LCSD#1.
- Acknowledge their grant sponsor(s) and make an effort to involve them in some aspect of the grant.
- “Pay It Forward” by supporting the Cheyenne Schools Foundation. Examples include helping with fund raising activities, donating through the employee payroll deduction program, encouraging others to participate in CSF activities and helping colleagues complete applications
- Publicize the Foundation’s mission and help us grow and provide more learning opportunities for our students.

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Submitting Your Application:

Ensure there is no identifying information included in the details of the application.

Ensure you have the required signatures.

Print two copies of the application, budget and supplementary material.

All projects must be submitted for approval the Assistant Superintendent of Instruction, attention Dawn Duffey (Administration Building, Room 128) no later than 4:00pm on Wednesday, September 12, 2018. **(Submitted projects not returned to Grant Applicant by Monday, September 17, 2018 will be assumed approved.)*

Projects that include technology or software must be submitted for approval from Technology Department Include website addresses for any Technology (hardware & software) and Website addresses to the ‘terms of service’ and privacy policy for technology. Include this in the Comment/Additional Information Section.

Mail both copies to: Cheyenne Schools Foundation
PO Box 484
Cheyenne, WY 82003-0484

Email application will be accepted, please send to cheyenneschoolsfoundation@gmail.com

Applications must be postmarked or emailed no later than September 19, 2018.

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Please enter the information in this document then print the form. Handwritten applications are not accepted.

Applicant(s):

If more than one person is applying for this grant, please list the Project Leader first and provide their contact information below.

School(s):

School Phone:

Email:

Teaching assignment:

Amount Requested:

Project Title:

Project Summary: (Maximum 50 words)

Principal's Approval - If more than one school is involved, each principal must sign.

X _____ Date

Review by Assistant Superintendent of Instruction

Technology Director's Approval - Required for the purchase of technology or software.

X _____ Date

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Project Detail

- Do not mention your name, your school's name or any other identifying information on these pages so the grant readers can provide fair, unbiased reviews.
- If you need additional space for any item, include it in the Comments section on the last page.

Type of School(s): Elementary Junior High High School

Project Title:

Amount Requested:

1. Project Summary: (5 points)

2. Explain how your project promotes the Foundation's mission *to engage community interest and support for enhanced academic, personal and vocational opportunities for LCSD#1 students beyond the capacity of the local school district budget*: (15 points)

3. Involvement:

- a. Number of Students Involved: (5 points)
- b. Number of Teachers Involved: (5 points)
- c. Number of Schools Involved: (5 points)
- d. Explain how the community and parents will be involved: (10 points)

4. Explain why your students need this grant: (10 points)

2018 Student Excellence Grant Application (continued)

5. Explain the educational goals you expect your students to meet with this project: **(10 points)**
6. Give a specific timeline (start and end dates) for the project, including activities and responsibilities of teachers and/or support personnel for each phase. Remember, this project is for two years if necessary. **(10 points)**
7. Explain how you will evaluate this project and determine its success: **(10 points)**
8. Explain how you will acknowledge your grant sponsor and/or involve them in your project: **(10 points)**

2018 *Student Enrichment Grant Application* (continued)

9. Attach a detailed budget based on actual estimates and quotes from vendors. **(20 points)**

Comments/Additional Information (*include Technology Information below if applicable*):