



CSF

CHEYENNE SCHOOLS FOUNDATION

2019 *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.
- Equipment and material purchased with grant funds become property of LCSD#1.
- 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.

Technology Approval:

- If a project includes the purchase of technology or software, the Technology Director must also sign your application before it is submitted. Please submit no later than 4pm on Wednesday, September 11, 2019. 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.

Purchasing Approval:

- If a project includes the purchase of furnishings, the Purchasing Director must also sign your application before it is submitted. Please submit no later than 4pm on Wednesday, September 11, 2019. Include website addresses and itemized price list of furnishings. 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, 2020. 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: New Process – Please read carefully

- Ensure there is no identifying information included in the details of the application.
- Ensure you have the required signatures.
 - School Principal(s)
 - Technology Director (If required, submit to department by 4pm on Wednesday, September 11, 2019)
 - Purchasing Director (If required, submit to department by 4pm on Wednesday, September 11, 2019)
- Print two copies of the application, budget and supplementary material.

Grant application must be postmarked or emailed to the Cheyenne School's Foundation no later than Wednesday, September 18, 2019.

- Mail both copies to: Cheyenne Schools Foundation
PO Box 484
Cheyenne, WY 82003-0484
- Email applications will be accepted, please send to cheyenneschoolsfoundation@gmail.com

***Please note that grant applications are submitted to Assistant Superintendent of Instruction for review to assess alignment with curriculum.

Official Use Only: Cheyenne Schools Foundation – Submitted to Assistant Superintendent of Instruction:
Date:

Reviewed by Assistant Superintendent of Instruction

Comments/Notes:

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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

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

X _____ Date

Purchasing Director's Approval - Required for the purchase of furnishings.

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 provide enhanced academic, personal, and vocational opportunities for LCSD1 students beyond the capacity of the district budget.*

Identify specific content areas within the curriculum which will be enhanced. (15 points)

3. Involvement may be limited to one group or class; however, maximum points may be earned for greater number/diversity of students, teachers or schools involved:

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 and identify the content areas involved. (10 points)

2019 *Excellence in Education* Grant Application (continued)

Comments/Additional Information

Include Technology & Purchasing Information below if applicable):



2019 *Excellence in Education* Grant Judge's Scoring Record

The mission of the Cheyenne Schools Foundation is to provide enhanced academic, personal, and vocational opportunities for LCSD1 students beyond the capacity of the district budget.

Grant # _____ Title _____

Reader _____

	Possible Points	Score
1. Does the Project Summary clearly summarize the project?	5	
2. Does the project promote the mission of CSF and have the content areas that will be enhanced been identified? (See top of score sheet for mission.)	15	
3. An <i>Excellence in Education Grant</i> should involve multiple classrooms and/or schools and have a strong community connection. Maximum points will be earned for greater number/diversity of students, teachers or schools involved. a. How many students will be involved? 5 pts b. How many teachers will be involved? 5 pts c. How many schools will be involved? 5 pts d. Does the application explain how the community and parents will be involved? 10 pts	25	
4. Does the application state one or more specific reasons why the students need this grant? Are the content areas affected identified?	10	
5. Does the application identify one or more of the goals students are expected to meet if the project is funded?	10	
6. Does the application provide a specific timeline (with start and end dates) for the project, including activities and responsibilities of teachers and/or support personnel for each phase? The project may span two years. All sections of the timeline must be completed to earn the maximum points.	10	
7. Does the application describe one or more types of data to be collected? For example, verbal, written to confirm how the project will be evaluated to determine its success?	10	
8. Does the application state one or more specific activities describing how the grant sponsor will be acknowledged and/or involved in the project?	10	
9. Is the budget detailed and based on actual estimates and quotes from vendors?	20	