CSF
CHEYENNE SCHOOLS FOUNDATION

2021 *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 (discretion of board) 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 8, 2021. 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 8, 2021. 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 2, 2022. 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 try 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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2021 *Excellence in Education* Grant Evaluation

Name_____ Date _____

Grant Title _____

Evaluations should be sent by May 2, 2022. If your project is not yet complete, please explain why in the Comment section on page 2 and indicate when you expect to have the project completed.

1. List your expenditures. If they differ from your original request, please state the reason.

2. Detail the main parts of your project which have been accomplished to date. If necessary, explain what remains to be accomplished and set a deadline for that goal.

3. Explain how students benefited from this project. Describe the evaluation methods used to measure student growth.

4. Explain how you involved your grant sponsor in this project and how you acknowledged their support.

5. How do you plan to “pay it forward” and support the CSF in an appropriate manner? Examples include helping with fund raising activities, donating through the employee payroll deduction program, encouraging others to participate in CSF activities, helping colleagues complete applications, or creating other appropriate strategies.

6. Principal’s comments.

7. Comments/Additional Information.

Email your evaluation to: cheyenneschoolsfoundation@gmail.com

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2021 *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 *Excellence in Education Grant* 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**	