

Excellence in Education Grant Application

General Grant Guidelines

- Grants up to \$3,500.
- Projects should involve multiple classrooms and/or schools and have a strong community connection.
- Fall grants accepted August 1-September 15 with recipients recognized the third Monday of October
- Spring grants accepted December 1-January 15 with recipients recognized the third Monday in February.

Funds Restrictions

- Grant funds cannot be spent on meals, parties, stipends, salaries, or costs incurred prior to the grant award.
- Equipment and material purchased with grant funds become property of LCSD#1.
- Funds will be disbursed through the Accounting Department and must follow District guidelines.
- Applicants may only have one grant application open at a time.

Format Guidelines

- Use the Comments section at the end of the application if there is not enough room in the space provided.
- The application may be submitted in electronic format and must address the items requested. Be as brief as possible with the project detail with no more than 5 total pages.

Administration Approval

- **School Principal**
 - Classroom projects must be approved by the school principal before being submitted.
 - If more than one school is involved, the principal of each school must approve the application.

Once your application is received, it will be submitted to LCSD1 Administration for initial review. This review will ensure the project follows District guidelines on purchasing and aligns with curriculum and strategic plan objectives. To assist with review, you should include the following with your application:

- Itemized budget list including price and website for all proposed purchases
- Websites for terms of service and privacy policies for any software or hardware items

If there is a question regarding your application, you will be contacted and if necessary given an opportunity to resubmit your application.

Grant Winner Obligations

- Provide an evaluation of the project including an expense statement within two weeks of its completion.
- Final reports due no later than May 15 for fall grants and September 15 for spring grants
- Notify Accounting of any funds to be returned to the Foundation.
- Share information about the projects with other educators
- 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.

Grant Submission

- Send application in PDF or Word format along with any supporting documentation to cheyenneschoolsfoundation@gmail.com.

Grant Committee Chair

Dr. Michelle Aldrich

307-760-6213

teachwyo@yahoo.com

Excellence in Education Grant Application

Applicant(s):

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

School(s):

School Phone:

Email:

Teaching assignment:

Amount Requested:

Please select one: **Fall Grant** **Spring Grant**

Project Title:

Project Summary:

Administration Approval

Principal's Approval – *Principal must approve all projects for their school.*

X

Date

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

X

Date

The Foundation will submit applications for review and obtain the signatures below as necessary. Any recommendations will be forwarded to the applicant

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

X

Date

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

X

Date

Assistant Superintendent of Instruction Approval - *Required for all applications.*

X

Date

Approved

Denied

Remarks/Suggestions

Excellence in Education Grant Application

Project Detail

Project Title:

Amount Requested:

Anticipated Completion Date:

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

Number Involved Students: Teachers: Schools:

Project Detail:

Identify content areas involved, educational need, student goals, and community involvement.

Excellence in Education Grant Application *(continued)*

Comments/Additional Information *(Include Technology & Purchasing Information, if applicable):*



CSF

CHEYENNE SCHOOLS FOUNDATION

Excellence in Education Grant Evaluation

Name

Date

Grant Title

Evaluations should be sent within two weeks of project completion. Final report due no later than May 15 for fall grant awards and no later than September 15 for spring grant awards.

Was the project a success?

Explain:

Would you recommend the project be repeated by other teachers in the District?

Explain:

Comments/Additional Information:

Principal's comments:

Remaining Funds:

Remember to *Pay It Forward* by supporting the Cheyenne Schools Foundation by:

- helping with fund raising activities
- donating through the employee payroll deduction program
- encouraging others to participate in CSF activities and
- helping colleagues complete applications.

Email your evaluation to: cheyenneschoolsfoundation@gmail.com