

2023 Grant Information

The Cheyenne Schools Foundation is a public charity that is committed to enhancing education for all students attending Laramie County School District 1. For the 2022-2023 school year, the Foundation funded twenty-five grants totaling over \$44,000 to classroom teachers. Now is the time to think about how a grant from the Foundation can make the 2023-2024 school year better for your students.

Mission of the Cheyenne Schools Foundation:

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

Grants Available:

The **Student Enrichment Grant** provides up to \$1,500 per grant for classroom-based projects that support the Foundation's mission. There is no limit on the number of Student Enrichment Grants an individual school can receive each year.

The **Excellence in Education Grant** provides up to \$3,500 per grant for projects that support the Foundation's mission, involve multiple classrooms and/or schools and have a strong community connection.

The **Pat Noel Science Grant** provides up to \$10,000 for exceptional projects in physics and chemistry. The project must involve a large number of students and have a multiple year impact. Use the Excellence in Education application and include Noel Science Grant in the title.

Criteria:

All grant projects should provide an innovative and enriched educational experience for students and promote community interest and participation. Grants are judged by community members and are awarded at the discretion of the Cheyenne Schools Foundation Board of Directors, based upon available funds and the merit of grant applications.

Eligibility:

All school-certified personnel who are members of the professional learning community may apply for these grants. See the applications for specific requirements and instructions.

Changes for 2023:

Method of principal approval has changed to make submission easier and to retain fillable function of the form. The is now a single application for all grant types. The grant type is now included as a question.

Deadline for Submission: September 13, 2023.

Questions:

Contact Dr. Michelle Aldrich, Committee Chair voice/text 307-760-6213 or grants@cheyenneschoolsfoundation.org



2023 Grant Application

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 the grant being awarded.
- Equipment and material purchased with grant funds become the property of LCSD1.
- Disbursements will be made by Accounting and requests must meet LCSD1 guidelines.
- Grantees cannot have more than one grant open at a time.
- Each elementary school is allowed only one Excellence in Education grant per school year.

Format Guidelines:

- Applications must be submitted via email using this form. Handwritten, scanned, or printed applications will not be accepted.
- Supplementary material may be included as an attachment to the email.
- If you need additional space for a question, use the Comments section at the end of the application. Include the question number along with the extra information.
- 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 and acronyms in your responses.

Administrative Approval:

School Principal: The school principal must approve all grant applications before they are submitted. If more than one school is involved, each principal must approve the application. See New Procedure below.

Assistant Superintendent of Instruction: The Grants Committee will coordinate the review by the Assistant Superintendent of Instruction. This review will ensure that the projects align with the curriculum and strategic plan. The application will also be reviewed by Information Technology and Purchasing to ensure they meet District guidelines.

Grant Winner Obligations:

- Return the Evaluation Form and a final report on the project including an expense statement to the Grants Committee by May 1, 2024. Form is available at https://cheyenneschoolsfoundation.org/grants.
- Share information about the project with students, parents, donors, the media, and others.
- Share the results of the project with your colleagues in LCSD1 and encourage them to apply for a grant.
- Acknowledge the grant sponsor(s) and try to involve them in some aspect of the project.
- "Pay It Forward" by supporting the Cheyenne Schools Foundation. Ex: help with fundraising activities, donate via the employee payroll deduction program, encourage others to participate in Foundation activities and assist colleagues with completing applications.
- Publicize the Foundation's mission and help us grow and provide more learning opportunities for our students.

Questions:

Contact Dr. Michelle Aldrich, Committee Chair voice/text 307-760-6213 or grants@cheyenneschoolsfoundation.org



2023 Combined Grant Submission Checklists

Checklist for Applicant

All information is entered into this form

The application is not handwritten, scanned, or printed.

No identifying information is included in the details of the application.

All questions have be fully answered.

Amount requested is appropriate for the grant type selected.

When the checklist is complete:

Save document. Email to school principal or department head. Include supplemental material as an attachment to the email, if needed.

Instructions for Principals

Review application to ensure the project meets the expectations and guidelines for your school.

Once approved, type your name and enter the date in the space below.

Save document. Do not print or scan the application.

Email the document back to the applicant.

If the application is not approved, please discuss the reasons with the applicant and if possible, give them the opportunity to resubmit the application.

Principal Approval:

A signature is not required. The principal should type their name and enter date in the space provided to indicate approval. This will retain the fillable nature of the form.

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If more than one school is involved each Principal must approve the application:

Χ_

X _

Final Checklist for Applicant

Forward the application and any supplemental material to other principals, as needed

Once all required principal approvals have been received,

Email application and any supplemental material to grants@cheyenneschoolsfoundation.org

Applications must be received by Wednesday, September 13, 2023.

If an opportunity should arise later in the year, please contact us to see if funding might be available which would allow students to benefit.

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Date:

Date:

Date:



2023 Grant Application

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

Applicant(s).	
School(s):	
School phone:	Applicant email:
Teaching assignment:	
Type of Grant:	Am
Project Title:	

Amplicant(a)

Official Use Only: Cheyenne Schools Foundation

Amount Requested:

District Administration Approval:

Project Summary: (50 word maximum)

*The Grants Committee will submit the application to LCSD1 Administration for approval. *

Submitted to Assistant Superintendent of Instruction Date Approved by Assistant Superintendent of Instruction Approved by Information Technology Approved by Purchasing

Comments/Notes: Include any restrictions or follow-up required.



2023 Grant Application Details

Guidelines:

- 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.

Project Detail:

Type of School:

Elementary

Junior High School

Amount Requested

High School

Type of Grant:

Project Title:

- 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*. (15 points)

- 3. Involvement may be limited to one group or class; however, maximum points will 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)
- 4. Explain why your students need this grant and identify the content areas involved. (10 points)

5. Explain the educational goals you expect your students to meet with this project. *Identify as many specific teaching targets as possible.* (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 may be for two years if necessary. *All sections must be completed to earn maximum points*. (10 points) Attach a separate document, if needed.

START DATE	ACTIVITY	RESPONSIBLE PERSON Teacher/Support	END DATE

7. Explain how you will evaluate this project and determine its success. *Include types of data that will be collected.* (10 points)

8. Explain how you will acknowledge your grant sponsor and/or involve them in your project. *State one or more (for possible maximum points) specific activities.* (10 points)

9. Provide a detailed budget based on actual estimates and quotes from vendors. (15 points) Attach a separate document, if needed.

DESCRIPTION	COST per item	Quantity	TOTAL
Budget Total			
Budget Total Amount Requested			

10. Comments/Additional Information. (*Include Technology & Purchasing information below if applicable*): Click or tap here to enter text.