



EDUCATOR INITIATIVE GRANT APPLICATION

Spring 2012

Guidelines for Grant Applications

Purpose:

The Educator Initiative Grants (EIG) are designed to encourage, facilitate, recognize and reward **INNOVATIVE AND CREATIVE** instructional approaches used in accomplishing program objectives.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Cherry Creek Schools who are involved in teaching students.

Eligible Proposals:

Instructional approaches or projects designed to begin between February 20, 2012 and the end of the 2011-2012 school year.

Award of Funds:

Before completing an application, please check with your building administrators for past funding for similar requests. Grants requests of up to \$1,000 will be considered. The Cherry Creek Schools Foundation will determine the number and dollar amount of awards. **The Educator Initiative Grants generally will NOT fund requests for the following items: food, ribbons and awards, t-shirts, salaries, sub-time, or textbooks. Any requests for computer hardware or software will be reviewed for District compatibility.** Generally, grant requests will be returned to the applicant if all directions are not followed.

Due Date for Spring 2012 Grant Applications:

All grants must be turned in by 4:00pm to the Foundation Office in ESC room 136 on Friday, January 20, 2012. Applications may be placed in District Mail, however, applications received after the due date will not be considered. Therefore the Foundation recommends that applications completed after 1/18/12 be hand delivered to ESC room 136. You will receive an email confirming the receipt of your full, completed, application. Applications submitted after 4:00pm on the scheduled due date will be filed for the next funding cycle.

Selection Criteria:

- The degree to which the proposal addresses important program objectives.
- The degree to which the proposal represents a **CREATIVE OR INNOVATIVE** approach to accomplishing program objectives.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including: (a) specificity or objectives; (b) clarity of description of instructional procedures, methods or treatments; (c) correlation between evaluative procedures and objectives.
- The degree to which a project has a broad impact and, if successful, could serve as a pilot program to be shared with other schools.

Selection Process:

1. Application forms may be obtained at school offices or from the Foundation's webpage, www.ccsdfoundation.org.
2. Applications must be reviewed and signed by the principal for coordination with building programs.
3. **Have the principal sign the application, and send TWELVE (12), duplex (ONE page, front and back) copies to the CCSF Office (ESC 136) by the due dates listed above – no later than 4:00pm. Faxed or e-mailed copies will NOT be accepted.**



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4. Application will be reviewed by the Grant Application Review Committee made up of the following members:
 - a. At least three Foundation Directors
 - b. Chair(s) of the Foundation Grant Review Committee
 - c. One CCSD employee from each level (elementary, middle and high school)
 - d. Foundation Board member representing the District Parents' Council
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) funded; (b) funded with conditions and/or modifications; (c) partial funding; (d) not funded.
6. If recommended for funding, the application is presented to the Foundation Board of Directors for review and final approval.
7. Applicants will be notified of the decisions during the week of February 13, 2012.

Responsibilities of Grant Recipients:

- Use the grant for the purposes intended.
- Agree to share successful procedures in staff development sessions.
- Write a note of appreciation upon completing the project that can be shared with Foundation donors and in Foundation publications.
- Recognize the Cherry Creek Schools Foundation as supporter and funder of the grant (ex. Newsletter, display, logo available on request).

Guidelines for Completing the Application:

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you? (Please do not apply for reimbursement for a completed project or one currently covered under your school budget.)
- Financial commitments from your school, PTCO or outside sources add strength to your proposal.
- Grants requesting the maximum amount of money tend to be more closely scrutinized by the grant committee.
- Be specific (use terms that "non-teachers" will understand)

Statement of Purpose:

- Tell what you hope to achieve (what will be different or better if it is successful)
- Keep the statement simple and straightforward
- Promise only that which you can reasonably expect to achieve
- Tell us about the need for the program and why it is **CREATIVE AND INNOVATIVE**

Objectives:

- Limit the number of objectives
- Explain how you will measure the success of your program (i.e. pre and post tests)
- Be specific



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Statement of Rationale:

- Importance of purpose
- Does the project relate to the building's/district's goals and objectives
- The problem or issue addressed
- How the project supports the purpose

Instructional Procedures:

- List steps
- Relate to purpose and objectives

Evaluation:

- Relate to stated objectives
- Indicate how you will measure whether the project was successful.

Budget:

- Provide appropriate detail for itemized costs.
- Check calculations to ensure accuracy.