

# Great Teachers. Great Ideas.

## 2019 Grant Application Guidelines & Instructions For Classroom & Professional Development Grants



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<http://www1.ccs.k12.in.us/foundation/grants>

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## Grant Writing Tips

- Take advantage of CEF resources to help you develop your proposal. CEF is just a phone call (**844-9961 ext. 2680**) or [bdanquis1@ccs.k12.in.us](mailto:bdanquis1@ccs.k12.in.us) away to answer your questions.
- The review committee is comprised of members of the Carmel community. Your proposal should avoid reliance on jargon and should be written terms and concepts that an average person may know or be familiar with knowing.
- Be concise and clear in your description; the space allowed to state your case for funding is limited.
- Provide full and complete answers to all sections of the application, including needs assessment and evaluation. Include concrete information on how you will evaluate (pre- and post-testing, survey, etc.).
- Proofread your proposal and have another person also read for content (and jargon) as well as typos, etc.
- Be sure to obtain the required approval(s) prior to submitting your application.
- Remember that you will be competing for funding in a finite pool of CEF grant funds. Partial funding may be an option.

# FALL 2019 GUIDELINES & APPLICATION INSTRUCTIONS

## INTRODUCTION

The **Carmel Education Foundation (CEF)** was established in 1966 to “support Carmel Clay students in academic achievement ... by funding educational grants and scholarships” (CEF mission statement). CEF has provided over \$800,000 in education grants to teachers and schools in the Carmel Clay Schools (CCS) to **further excellence in instruction, curriculum development, classroom enrichment, and student achievement**. These grant funds are made possible by the generosity of individuals, businesses, and other organizations in Carmel committed to supporting public education for Carmel’s most precious asset – its children.

CCS educators who are interested in pursuing a “Great Teachers. Great Ideas.” grant should first review the grant guidelines, instructions, application form, and reporting requirements. If you have questions, please contact CEF office at 844-9961 x 2680 or [bdanquis1@ccs.k12.in.us](mailto:bdanquis1@ccs.k12.in.us). The on-line application is at [www1.ccs.k12.in.us/foundation/grants](http://www1.ccs.k12.in.us/foundation/grants).

## GENERAL GUIDELINES

**CEF funds education activities occurring between October 2019 and June 2020.** Projects that fall outside of these dates are ineligible for support. Please contact the CEF office for more information.

**The deadline for the on-line submission of the 2019 “Great Teachers. Great Ideas.” grant is 11:59 p.m. on September 17 , 2019.** Only applications submitted on-line will be eligible for review.

## FUNDING PRIORITIES & REVIEW CRITERIA

CEF’s Grant Committee reviews each grant application on its own merit, using a **scoring rubric** (Appendix B) against which to assign points. Applications that clearly meet review criteria will generally be reviewed favorably. Available grants funds are limited, and some worthy projects may not be funded if there is significant competition for funds.

CEF’s funding priorities include: **innovation, creativity, educational value, student involvement, applicant commitment, and connection to State Academic Standards, CCS Standards, and School Improvement Plans**. Applicants that clearly and concisely describe the activity and planned outcomes for students in the form of **student achievement, motivation, and character development** will also meet CEF funding priorities.

**CEF grants are not designed to replace activities provided by CCS funding but to supplement and enrich educational opportunities above and beyond available school district resources.**

**Applicants are asked to explore additional sources of funds and to provide co-funding wherever possible. Co-funding may be in the form of cash, donated goods or services, or a combination of both. Due to the competitive nature of the grants review, CEF may chose to provide partial funding to a project.**

### Review criteria include:

- **Grant Summary:** Narrative includes clearly defined activities or project information with a complete description that includes cross-curricular or specific subject areas, innovative instructional strategies, experiential learning, and/or differentiated instructional strategies.
- **Needs Assessment:** Need is clearly evident, needs assessment includes thorough description of targeted student population that activity will impact. The proposal ties need assessment to State Academic Standards, CCS Standards, and/or School Improvement Plan.
- **Assessment/Evaluation:** Description of assessment/evaluation is thorough and includes a detailed strategy for assessing planned outcomes for the grant, a description or targeted benefits for student learning, description of how the success of the activity will be measured, and a well-thought-out implementation plan for sharing activity

results with colleagues so that other educators can learn from the investment in this grant. The proposal ties assessment/evaluation with State Academic Standards, CCS Standards, and/or School Improvement Plan.

- **Grant Timetable:** Activity begins and ends within CEF project dates and is achievable with the activity period.
- **Grant Promotion:** Applicant clearly describes strategies to promote CEF support of activity through available media and other outlets and includes documentation of grant. For Twitter and Facebook posts, grant recipient must tag CEF. For any other communication, the grant recipient needs to send a copy to CEF ([foundation@ccs.k12.in.us](mailto:foundation@ccs.k12.in.us)).
- **Budget:** Budget is clear and concise and contains eligible expenditures (See “Restrictions on Use of CEF Funds” below). Proposal explains concisely why CEF funding is essential to implement this grant. Co-funding from additional sources has been identified and secured. Includes explanation on how the activity will be implemented if not fully funded by CEF.

The Grant Committee will review applications in October and the Committee’s recommendation will be ratified by the CEF board in November, and grant recipients will be announced at the November School Board meeting. Grant awards will be issued in November. Grant recipients must submit a signed CEF letter of agreement and promotional plan prior to the release of project funds.

#### RESTRICTIONS ON USE OF CEF FUNDS

CEF will not fund the following expenditures:

- Apparel
- Food and party supplies
- Incentives or monetary supplies
- Basic curriculum books without an innovative program
- Compensation and benefits for CCS employees and/or students
- College classes to advance a degree
- Travel, lodging, and food

#### TECHNOLOGY APPROVAL

All projects that involve information technology (**software, hardware, peripherals (any plug in equipment)** **MUST** be reviewed and pre-approved by Terry Howell, CCS Technology Supervisor, 844-9961 x1052, [thowell@ccs.k12.in.us](mailto:thowell@ccs.k12.in.us).

**Please submit your completed technology proposal to Terry Howell no later than 4:30 p.m., September 12, 2019.**

**For this cycle classroom grants, CEF will not be funding any grants for iPads.**

#### Furniture/ Alternative Seating Approval

**For this cycle of classroom grants, CEF will not be funding any flexible seating.**

#### OWNERSHIP OF GOODS AND SERVICES

Goods and services purchased with CEF funds **become the property of the Carmel Clay Schools**. In the event a teacher moves from one CCS school to another CCS school, the principal of the teacher’s former school shall determine whether or not materials purchased with a CEF grant will follow the teacher to his/her new school.

## APPLICATION INSTRUCTIONS

Each applicant must complete and submit an application **by the deadline** in order to have the grant eligible for review. **Please refer to the Review Criteria (p.3) as a guide** in the development of your responses to the request for information included in the application form and other required documents.

### CONTACT INFORMATION

Please provide information where requested about the contact person, school(s) involved in the grant, and the names of other teachers (if any) included in the grant application. The contact name **MUST** be the same as the applicant name.

### GRANT OVERVIEW

Please provide demographic information plus a brief description of your project, including amount of funds requested.

### GRANT SUMMARY

Please provide a description of the scope of the activity and the planning that has gone/will go into the design and implementation. **If the activity includes technology**, provide statement of need, how technology will impact activity design and implementation, and how technology use will be sustained after the grant is completed.

**NB: Technology (hardware, software, peripherals (any plugged in equipment))** acquired through a CEF grant is the property of Carmel Clay Schools and remains with the school if the teacher should transfer to another school or leave CCS. All projects involving the acquisition of new technology **MUST** be pre-approved by Terry Howell, CCS Technology Supervisor.

### NEEDS ASSESSMENT

Briefly describe the educational needs that the activity addresses. Provide information on how need has been identified (School Improvement Plan, surveys, test scores, etc.)

### ASSESSMENT/EVALUATION

Describe how you will evaluate success and the benefits of this activity on student learning. Also provide information on how you will share your results with colleagues.

### GRANT TIMELINE

Use the Project Timeline in the on-line application form to list the start and end dates and any other significant dates/milestones for your grant.

### GRANT PROMOTION

Provide detailed strategies that will be used to promote throughout the activity CEF. Describe how promoting CEF 1) within your school building, 2) across CCS schools, 3) among parents, PTO members, 4) among community members. Specifically acknowledge the Carmel Education Foundation when you use FaceBook, Twitter, and any other communications.

### BUDGET

Use the CEF Budget Form ([www1.ccs.k12.in.us/foundation/grants](http://www1.ccs.k12.in.us/foundation/grants)) to complete the project budget. Please describe the materials and/or equipment and include number of each item. If you have expenses not specified on the form, list under "Other." Use the Budget Detail on the application form to clarify or expand your budget.

**See the sample on the next page.**

| A. Expenses                               | B. This Grant Request | C. Co-Funding (PTO, etc.) | D. TOTAL (Add B+C) |
|---|-----------------------|---------------------------|--------------------|
| Outside Fees (Speaker, storyteller, etc.) | \$ 500                | \$ 0                      | \$ 500             |
| Printing, Phone, Postage, Etc.            | \$ 300                | \$ 0                      | \$ 300             |
| 35 reading kits                           | \$ 400                | \$ 500                    | \$ 1,000           |
| 35 vocabulary books                       | \$ 100                | \$ 0                      | \$ 100             |
| Other (List)                              | \$ 0                  | \$ 0                      | \$ 0               |
| <b>TOTALS</b>                             | <b>\$1,300</b>        | <b>\$ 500</b>             | <b>\$1,900</b>     |

### ASSURANCE STATEMENT

The **Assurance Statements** indicate that the grant writer, other teachers, principal, Terry Howell and/ or superintendent attest to the accuracy of the application and agree to comply with CEF instructions, guidelines, publicity, and reporting requirements.

## IF YOU RECEIVE A “GREAT TEACHERS. GREAT IDEAS.” EDUCATION GRANT

### ANNOUNCEMENT OF GRANT AWARDS

CEF will introduce the 2019 Grant Recipients **at the School Board meeting scheduled for November 2019.**

### AVAILABILITY OF GRANT FUNDS

**CEF will allocate grant funds directly to CCS business office in November 2019.** Grant funds not encumbered through a request for reimbursement to CCS by the end of the project or by **June 2020** will revert to the CEF and will no longer be available to the grant recipient.

### POST AWARD PUBLICITY REQUIREMENTS

Each applicant who receives a CEF Education Grant is required to develop and implement strategies that promote the grant and the project among various constituent groups (teachers, administrators, parents, etc.) **Applicants are required to credit CEF in all publicity, advertising, and public notification about this project with the following credit line and CEF logo: “Funded by an education grant from the Carmel Education Foundation.”** You can promote the grant through your school’s website, PTO newsletter, letters to parents (see Appendix A), etc. Grant recipients must provide photography or video (YouTube, etc.) documentation for CEF during the project. **Please provide CEF by November 2019 your grant agreement and promotion plan. The documentation plan is due at the end of your grant timeline along with a summary.**

## GRANT REIMBURSEMENT AND REPORTING GUIDELINES

### GRANT AGREEMENT

The CEF will provide a grant agreement for each funded project along with an award letter in November 2019. **Each grant writer will be required to submit a signed letter of agreement and promotional plan before grant funds are available.**

### GRANT EXPENDITURES

The CEF provides grant funds directly to Carmel Clay Schools. The CCS business office will set up an account for each funded project and will track expenditures and matching funds against each individual grant award. **Each grant recipient must use the CCS reimbursement form and provide documentation of expenditures.**

Grant writers may use CCS tax-exempt status to purchase supplies and other taxable items included in the project budget. Please keep a record of all receipts and invoices for one year after the project's end date to ensure project accountability and timely payment of expenses. **Reimbursements for which there is no documentation will not be paid.** Expenditures not included in the original application will not be reimbursed.

### GRANT CHANGES

Occasionally, the grant writer may need to modify the activity from the proposal submitted and reviewed by the CEF. The grant writer should use the Project Change Form to notify the CEF in writing **prior** to making changes in the scope of the project or to the budget. Grant writers are encouraged to contact the CEF office at 844-9961 x 2680 or [foundation@ccs.k12.in.us](mailto:foundation@ccs.k12.in.us) as soon as possible if they anticipate a change to their funded projects.

### FINAL REPORTING REQUIREMENTS

All recipients of a CEF Education Grant **must submit a CEF Final Grant Summary no later than 30 days after the project's end date.** Grant writers who do not submit a Final Grant Report within 30 days may have their reimbursements held until a report is submitted and may jeopardize receiving a grant in the next grant cycle. A Final Project Report will be available from the CEF website at [www1.ccs.k12.in.us/foundation/grants](http://www1.ccs.k12.in.us/foundation/grants).

## APPENDICES

### APPENDIX A -- SAMPLE LETTER TO PARENTS

(Date)

Dear Parents:

I am pleased to inform you that I recently applied for and was awarded a "Great Teachers. Great Ideas." Grants from the Carmel Education Foundation (CEF). CEF, founded in 1966, provides education grants to provide resources not otherwise available to teachers. These funds enhance and support educational opportunities with the Carmel Clay Schools.

I was awarded \$ (amount) to (describe grant & how students will benefit)

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This will be a great experience for your child and I look forward to sharing this opportunity with all of my students.

Sincerely,

(Your name)



**APPENDIX B – 2019 CLASSROOM GRANTS REVIEW RUBRIC**

**CEF 2019 Grant Review Rubric (30 points)**

Application is Complete

**A. Grant Summary: Maximum of 5 points**

| 0-1  | 2-3  | 4-5   | Pts. |
|--|--|---|------|
| Planned activities are vaguely described and not clearly delineated. | Narrative is <u>incomplete/does not</u> include: cross-curricular or specific subject areas, and/or innovative instructional strategies, and/or experiential learning, and/or differentiated instructional strategies. | Narrative includes clearly defined activities or project information with a complete description that <u>includes</u> : cross-curricular or specific subject areas, and/or innovative instructional strategies, and/or experiential learning, and/or differentiated instructional strategies. |      |

**B. Needs Assessment: Maximum of 5 points**

| 0-1                          | 2-3  | 4-5   | Pts. |
|------------------------------|--|---|------|
| Need is <u>not defined</u> . | Need is not clearly evident. Targeted student population is not defined. | Need is clearly evident. Needs assessment includes thorough description of targeted student population. |      |

**C. Assessment/Evaluation: Maximum of 5 points**

| 0-1  | 2-3   | 4-5  | Pts. |
|--|---|--|------|
| No evaluation or assessment information is included. | Assessment/evaluation is <u>incomplete</u> and does not include: Strategy for assessing expected outcomes; and/or Description of targeted benefits for student learning; and/or Plan for sharing project results with colleagues so that other educators learn from this project. | Assessment/Evaluation description is <u>thorough and includes</u> a detailed: Strategy for assessing expected outcomes; and/or Description of targeted benefits for student learning; and/or Plan for sharing project results with colleagues so that other educators learn from this project. |      |

**D. Grant Timeline: Maximum of 5 points**

| 0-1  | 2-3   | 4-5  | Pts. |
|--|---|--|------|
| All dates in grant Timeline are outside the grant cycle: | Project timeline includes start and end dates within grant cycle. | Thorough, detailed outline of key activities including assessment, and falls within grant cycle. |      |

**Grant Promotion: Maximum of 5 points**

| 0-1                                 | 2-3   | 4-5  | Pts. |
|-------------------------------------|---|--|------|
| Promotion is missing or incomplete. | Promotion is not comprehensive and/or documentation is missing. | Promotion is comprehensive, innovative, and includes documentation of project. |      |

**Grant Budget: Maximum of 5 points**

| 0-1  | 2-3  | 4-5  | Pts. |
|--|--|--|------|
| Budget is missing, has significant errors, or is incomplete. | Budget appears to be appropriate for project; may contain minor error. | Budget is well-defined and contains no errors. |      |

|  |  |
|--|--|
| <b>TOTAL POINTS FOR THIS GRANT PROPOSAL (Maximum is 30 Points)</b> |  |
|--|--|

**APPENDIX B – 2019 PROFESSIONAL DEVELOPMENT GRANTS REVIEW RUBRIC**

**CEF 2019 Professional Development Grant Review Rubric (25 points)**

Application is Complete

**A. Grant Summary: Maximum 5 Points**

| 0-1  | 2-3   | 4-5  | Pts. |
|--|---|--|------|
| Planned activities are vaguely described and not clearly delineated. | Narrative is <u>incomplete/does not</u> include cross-curricular or specific subject areas, and/or innovative instructional strategies, and/or experiential learning, and/or differentiated instructional strategies. | Narrative includes clearly defined activities or project information with a complete description that <u>includes</u> : cross-curricular or specific subject areas, and/or innovative instructional strategies, and/or experiential learning, and/or differentiated instructional strategies |      |

**B. Purpose of Professional Development: Maximum 5 points**

| 0-1                                   | 2-3   | 4-5   | Pts. |
|---------------------------------------|---|---|------|
| Vague and undefined reason for the PD | Partial explanation of the importance of the professional development | Well defined the purpose listing the standards being covered by this professional development and the learning opportunity for the students |      |

**C. Integration of New Ideas : Maximum 5 points**

| 0-1            | 2-3                       | 4-5   | Pts. |
|----------------|---------------------------|---|------|
| Very few ideas | Some integration of ideas | A well-defined and specific plan to integrate the new ideas into the curriculum for the applicant’s classroom as well as fellow teachers’ classrooms. |      |

**D. Promotion of Professional Development: Maximum 5 points**

| 0-1             | 2-3                         | 4-5  | Pts. |
|-----------------|-----------------------------|--|------|
| No defined plan | Plan is not specific enough | Plan is well defined and specific in how and where promotion will take place including how CE’s name will be used in the promotion |      |

**E. Budget: Maximum 5 points**

| 0-1  | 2-3  | 4-5  | Pts. |
|--|--|--|------|
| Budget is missing, has significant errors, or is incomplete. | Budget appears to be appropriate for project; may contain minor error. | Budget is well defined and contains no errors. |      |

|  |  |
|--|--|
| <b>TOTAL POINTS FOR THIS GRANT PROPOSAL (Maximum is 25 Points)</b> |  |
|--|--|