



The Carmel Education Foundation (CEF) is proud to support Carmel Clay Schools (CCS) students in academic achievement and lifelong learning. Recognizing that educators play a significant role in a student's education, CEF invests in classroom grants that support innovation, enhance student achievement, and inspire student learning. We hope that educators seek this opportunity to pursue a "passion project", to bring a resource to students they may not otherwise get to experience, or to implement an idea that may be replicable in other areas.

CEF has a long history of providing classroom, team, and school-wide grants and, since 1966, has invested over **\$850,000** in grants to benefit CCS students. As the non-profit funding partner for CCS, CEF relies on the generosity of individual, business, and community donors, primarily in Carmel, to fund grants.

FALL 2022
Focus Areas

The CEF board determines focus areas for each cycle of grants. These rotate depending on current trends and/or CCS initiatives, as well as to provide access to a broader range of needs throughout the year.

FUNDING IS TO BENEFIT STUDENTS IN ONE OF FOUR FOCUS AREAS:

- **STEM** - innovative lessons or resources that foster student engagement related to science, technology, engineering, math or Project Lead the Way curriculum.
- **Innovative Instruction** - unique and new ways to foster learning, deliver lessons, or engage classrooms; implementation of a "passion project" that correlates to a learning standard, school improvement plan, or district initiative.
- **Wellness** – physical or mental wellness projects, lessons or activities to promote health and well-being.
- **Workforce Development** – projects that focus on student's ability to grow their skills and develop the tools they need for their future success.

FALL 2022 APPLICATION TYPES AND FUNDING PARAMETERS:

- **Individual** – CCS certified educator. Requests may be up to \$700.
- **Teams** – including those at the same grade level, departments or building team. Must include one certified educator as the lead applicant. Requests may be up to \$2,000.
- **Collaboration** – includes representatives from at least three different departments/areas (i.e. a counselor, classroom teacher and specials teachers). The team must include at least one certified educator as the lead applicant. Requests may be up to \$2,000.

APPLICATION PROCESS AND TIMELINE:



Apply July 11 –
September 11

The application, via Google Form, will be open **Monday, July 11, 2022 through Sunday, September 11, 2022**. Recipients will be announced by **Monday, September 26, 2022**. Funding will be available for recipients by early October.

The application requires that you download, complete, and upload a **Fall 2022 Grant Budget** and a **Grant Report and Media Agreement** as part of your application. These are available at <https://www.ccs.k12.in.us/foundation/grants/application>.

ELIGIBILITY AND CONDITIONS OF CEF GREAT IDEA! GRANTS:

- Projects are to directly benefit students- for this cycle professional development activities such as book clubs, conferences, or individual training will not be considered.
- Applicant needs to be a certified CCS member (team and collaboration grants may include non-certified staff, with a certified staff as lead applicant).
- Proposal must correlate to an academic standard, school improvement plan or CCS district initiative.
- Priority consideration will be given to applicants who present well thought out ideas and provide thorough explanation on how the idea directly impacts students, as well as how the applicant will evaluate the implementation of the grant to define success and/or learning points.
- Proposals need to be **approved by your Principal or CHS department chair** prior to application submission. Please have a conversation with them prior to submitting your application to make sure your project is a good fit for your building. This approval will be verified.
- **Any technology** needs to be pre-approved by Terry Howell, CCS Technology Supervisor (317-844-9961 x1052, thowell@ccs.k12.in.us) **AND** Kate Masterson, CCS Assistant Technology Director (317-844-9961 x1029, kmasters@ccs.k12.in.us). Technology is defined as items that would need to connect to use the CCS network, wireless access, internet, or may interfere with the CCS network. Applicants should thoroughly vet digital applications for terms of use, student data, and privacy. Approval will be verified.

Examples:

- Wireless devices that need to connect to WIFI must be able to use 802.1x authentication.
- Software that requires access to internet services must be vetted for compliance with the CCS filtering solutions, acceptable use policy, and ensure proper terms of use for student data/privacy is respected.
- Grant items purchased with CEF funds become the property of CCS.
- The project must be implemented by **May 30, 2023**.
- Grant monies are to be primarily utilized during the course of the school day.
- If funded, you agree to submit a written and visual report within 30 days of the project completion.
- Applications will only be accepted within the stated time frame.
- Funds will be accessed through the CCS business office, typically via school treasurers/secretaries.



FAQ:

WHO IS ELIGIBLE TO APPLY FOR A CEF GRANT?

Any Carmel Clay Schools certified educator may apply.

HOW DOES A TEAM OR COLLABORATION GRANT WORK?

We encourage these grants, and requires one person to be the main point of contact for the application. This person will be responsible for submitting the grant, accessing the funding, and completing the report (with the help of their teammates, of course!). All parties listed on the application will be recognized in the award process. The lead person is required to be a certified CCS educator, but other team members may represent other areas of the school/district community (i.e. an Instructional Assistant, PTO member, etc.).

As a reminder, listed below is the description for these types of grants:

Teams – including those at the same grade level, departments or building teams. Must include one certified educator as the lead applicant.

Collaboration – includes representatives from at least three different departments/areas and can be from different CCS schools (i.e. a counselor, classroom teacher and specials teachers). The team must include at least one certified educator as the lead applicant.

IS THERE ANYTHING THAT WILL NOT BE FUNDED?

CEF grants funds may not be used for the following:

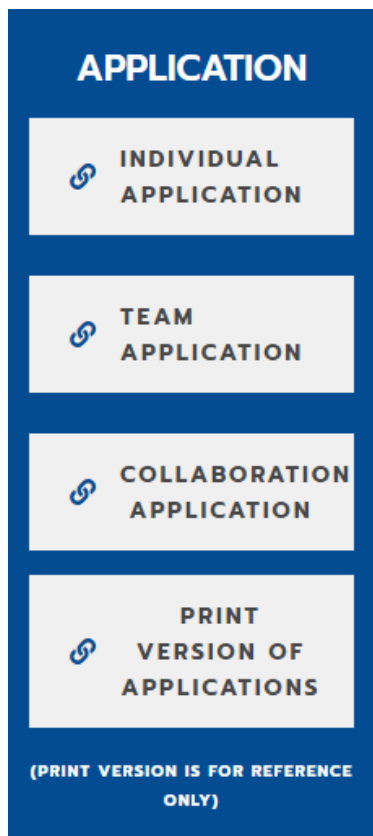
- Food or drinks for a party, meeting, event, etc.
- Disposable party type supplies (i.e. plates, napkins, tablecloths, decorations, etc.)
- Consumable supplies not related directly to the project (i.e. batteries, markers, etc.)
- Apparel
- Monetary incentives (i.e. gift cards or tangible rewards)

- Compensation and/or benefits for CCS or contract personnel
- Flexible seating as this is provided through CCS
- iPads or Chromebooks
- Staff book clubs or studies, individual training or professional development
- Student-centered enrichment clubs that take place outside of the school day
- Other items/services may be considered at the discretion of the CEF grant committee and board of directors



HOW DO I ACCESS THE TYPE OF GRANT I WANT TO APPLY FOR?

There is a Google Form for each type of grant. The applications can be found at:
<https://www.ccs.k12.in.us/foundation/grants/application>.



WHAT IF I HAVE QUESTIONS?

You are encouraged to reach out to Stacey Hetrick, CEF Program Coordinator (shetrick@ccs.k12.in.us, 317-844-9961 x2692), or Tara Ascioti, CEF Grant Chair, tda3boys@gmail.com with any questions.

IS PRINCIPAL OR DEPARTMENT CHAIR APPROVAL REQUIRED PRIOR TO SUBMITTING MY APPLICATION?

Yes. This is a required step in the application process and will be verified. Principals need to approve the application at the elementary and middle school levels. For high school educators, either the principal or department chair may approve the application.

IF MY PROJECT IS TECHNOLOGY RELATED, IS IT REQUIRED TO HAVE CCS TECHNOLOGY APPROVAL PRIOR TO SUBMITTING MY APPLICATION? DO BOTH CCS CONTACTS HAVE TO APPROVE?

Yes - all technology requests must be approved for both connectivity and data privacy. This is a required step in the application process and will be verified.



CEF Grant Application Tips:

We recognize that teachers have a lot to manage all throughout the year, and our intent is that this is not a cumbersome application process. However, this is a competitive grant process, as we do not anticipate being able to fund all requests. Hence, we offer the following suggestions for your application.

Align your proposal with the CEF mission and stated purpose of these grants.

Connect your proposed project/idea to these.

Be prepared. Review all the grant questions prior to starting the Google application. There is a printed application you may download to review all questions. We suggest you pre-write your responses and cut and paste them into the form.

Be ready. Have your Budget Form and Grant and Media Agreement forms completed and saved as a PDF, **in the format indicated**, prior to starting your on-line application.

Invite a colleague to read your responses and offer objective input.

Create a story with your proposal using the basic elements of stating the problem, the proposed solution, and the “happily ever after” - how your project will improve the problem.

Utilize your CCS email address when creating and submitting your application and utilize the **Google Chrome** browser.

Writing Tips



- **Avoid lengthy, run-on sentences.**
- **Check your spelling and grammar.**
- **Make your points clear.**
- **Simple words are fine-** don't bury ideas in grandiose language.
- **Don't write in jargon-** remember that evaluators may not share your knowledge- write to a general audience.