

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** and 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. Once you create your account in Kaleidoscope to begin your application, you have the ability to start your application and return to it later. This will allow you to review all the grant questions, save your progress, return later and submit your final version.

Be ready. Have your Budget Form and Grant and Media Agreement forms completed and saved, prior to starting your on-line application. Make sure all links can be clicked in the google sheet.

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.

Use your CCS resources and contact your curriculum department if you need help with your idea. They can assist with ideas for the assessment and data collection of your project.

Refer to the sample grants provided on the application website as a reference. Note: these samples are for reference only.

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, grammar and punctuation.**
- **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.