



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 **\$1 million** 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.

**2024-2025  
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 THREE FOCUS AREAS:**

**All requests need to correlate to a current learning standard, school improvement plan, or district initiative.**

- **Student Learning Resource** - bring learning concepts to life through innovative materials, hands-on learning experiences, discovery, interactive instruction models, a “passion project” or any unique idea designed to engage students in meaningful, inclusive, and impactful classroom experiences.
- **Opportunities for Success** - Projects aimed at the development of student’s academic success in the classroom or to prepare them to make informed, long-term choices so they are better prepared for personal success in today’s dynamic and global society.
- **Wellness** – physical or mental wellness projects, lessons or activities to promote health and well-being.

**APPLICATION TYPES AND FUNDING PARAMETERS:**

- **Individual** – CCS certified educator. Requests may be up to **\$700**.
- **Group** - including those at the same grade level, department or team in the same building or in different buildings/schools across the district. The group must include at least one certified educator as the lead applicant. Requests may be up to **\$2,000**.



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

Funding will be available for recipients within 10 days following the announced recipients.

## **ELIGIBILITY AND CONDITIONS OF CEF GREAT IDEA! GRANTS:**

- Projects are to directly benefit students
- Applicant needs to be a certified CCS member (group grants may include non-certified staff, with a certified staff as lead applicant).
- Proposals must correlate to a current academic standard, school improvement plan or 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.
- 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](mailto:thowell@ccs.k12.in.us)) **AND** Kate Masterson, CCS Assistant Technology Director (317-844-9961 x1029, [kmasters@ccs.k12.in.us](mailto:kmasters@ccs.k12.in.us)). Approval will be verified.
  - 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.
  - A first resource to start with is the **LearnPlatform** link on your staff portal. **This resource does not replace obtaining approval**, but a good place to start to confirm that your purchase can be fully supported at CCS.

### **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 comply with CCS filtering solutions, the acceptable use policy, and-proper terms of use for student data/privacy.
- Grant items purchased with CEF funds become the property of CCS.
- 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.



## WHO IS ELIGIBLE TO APPLY FOR A CEF GRANT?

Any Carmel Clay Schools certified educator may apply.

Any Carmel Clay School staff member can be part of a group grant.

## HOW DOES A GROUP GRANT WORK?

**Group** - including those at the same grade level, department or team in the same building or in different buildings/schools across the district. The group must include at least one certified educator as the lead applicant.

These applications require one person to be the main 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.).

## IS THERE ANYTHING THAT WILL NOT BE FUNDED?

CEF grants funds may **not** be used for the following:

- Sensory or calming rooms or materials for such rooms (as of Spring 2024)
- Decodable book sets (as of Spring 2024)
- Wonder Books or Playaways (as of Spring 2024)
- Food or drinks for a party, meeting, event, etc.
- Disposable party type supplies (i.e. plates, napkins, tablecloths, decorations, etc.)
- Consumable supplies not necessary for implementation of the project (i.e. markers are likely existing classroom materials, but batteries may be necessary for a robot, etc.)
- Apparel (an exception is if it is a necessary part of the project such as gloves for an experiment)
- 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
- Other items/services may be considered at the discretion of the CEF grant committee and board of directors

## **WHAT DO I NEED TO CREATE AN ACCOUNT ON KALEIDOSCOPE TO START MY APPLICATION?**

Your name and CCS email address. Please use your CCS email to create your account on Kaleidoscope. This is how we'll communicate with you throughout the application and award process.

## **WILL I BE ABLE TO SAVE MY APPLICATION AND COME BACK TO IT LATER?**

Yes. Click SAVE during your application process. When you return to your application later, use your login information you used when you originally created your account in Kaleidoscope and pick up where you left off. If you forget your password at any point, click "forgot password". If you do not receive an email to reset your password, please email [help@mykaleidoscope.com](mailto:help@mykaleidoscope.com) or [shetrick@ccs.k12.in.us](mailto:shetrick@ccs.k12.in.us) for assistance.

## **HOW DO I EDIT MY APPLICATION AFTER I'VE ALREADY SUBMITTED IT THROUGH KALEIDOSCOPE?**

If you need to make changes to your application after you've submitted it through Kaleidoscope, access the application link from the CEF grant website and login. You will have the option to edit your application up until the deadline. If you have issues accessing your application, email [help@mykaleidoscope.com](mailto:help@mykaleidoscope.com) and they will assist. Be aware that you MUST remember to "submit" your application again if you make any edits after the original submission.

## **WHY HAVEN'T I RECEIVED A CONFIRMATION EMAIL AFTER I SUBMITTED MY APPLICATION?**

Everyone should receive a confirmation email from Kaleidoscope after submitting their application. If you do not receive it, please be sure to check your quarantined emails. For CCS quarantined emails, they will be listed within the "UpStream Security" email you receive every morning.

## **WHAT IF I HAVE QUESTIONS?**

For any questions specific to your application content, you are encouraged to reach out to Stacey Hetrick, CEF Program Manager ([shetrick@ccs.k12.in.us](mailto:shetrick@ccs.k12.in.us), 317-844-9961 x2692).

For any Kaleidoscope technical questions, please contact [help@mykaleidoscope.com](mailto:help@mykaleidoscope.com). Keep in mind that Kaleidoscope has a 24 hour response time, therefore, please consider this as it relates to the application deadline date.

## **IS PRINCIPAL OR DEPARTMENT CHAIR APPROVAL REQUIRED TO SUBMIT MY APPLICATION?**

Yes. This is a required step in the application process and will be verified. We strongly encourage the principal or department chair to read the full application prior to submission so they are prepared with any follow up questions they may be asked. The committee does their due diligence and frequently follows up with questions.

## **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 and Yes - if it's technology related. These are required in the application process and will be verified. If it is going to be used on a computer, or any other technology device, approval must be obtained to assure sites, apps, and equipment is secure and appropriate for school use. Approval must be obtained for every grant cycle regardless if the technology has already been approved by the district.

## **HOW DO I SUBMIT THE BUDGET WORKSHEET IF I HAVE PROBLEMS?**

The budget is a key part of your application and will be verified. Please verify that your budget worksheet can be read easily and resource links are clickable by our committee.

- Please make sure the amount on your budget worksheet **matches** the amount requested within the application.
- If you have any issues including your google sheet link within the Kaleidoscope application, please share the google worksheet with [foundation@ccs.k12.in.us](mailto:foundation@ccs.k12.in.us) (with viewer only access) and include your project title name and message. Please make sure it's not listed as "restricted access" or "edit access".

