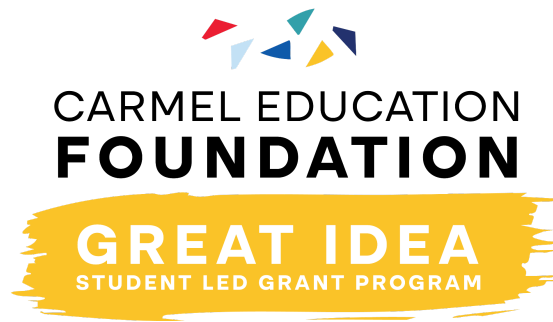




The Carmel Education Foundation (CEF) is proud to support Carmel Clay Schools (CCS) students in academic achievement and lifelong learning.

We recognize that students are valuable resources in our school communities and we want to inspire their innovation and passion by funding projects that begin with a great idea and have a lasting impact.

STUDENT LED GRANTS ARE TO BENEFIT A CARMEL CLAY SCHOOLS STUDENT COMMUNITY

A community can be a classroom, grade level, area of the school, student club, a team, or any setting where a group of students will be positively impacted by the great idea. Projects need to be focused on one of these areas:

- **Community Building** – activities, lessons, projects or programs that create positive connections between students;
- **Wellness** – physical or mental wellness projects, lessons/activities to promote health and well-being; or
- **Skills for Success** – projects that focus on the development of student's ability to achieve academic and personal success in today's ever-changing and global society.

GRANT INFORMATION

- **Student Ideas Only** – The idea needs to come from a Carmel Clay student or a group of students, in grades K-12.
- **Meets a Need** – The project must meet a need in a school community.
- **Individual or Groups** – The application may be submitted by an individual student or a group of students in grades K-12. If being submitted as a group, one student will need to be the main contact for the mentor. We suggest no more than five students be involved in the application process. Additional students can help implement the project if the grant is awarded.
- **Video Application** – Students will create a 3-5 minute video application based on an outline and rubric. Before finalizing and uploading your video for review, please take a moment to check both the video and sound quality to ensure everything is clear and easy to understand.
- **CCS Staff Mentor Application** - A CCS Staff Mentor (**no parents please**) will complete the application along with the student applicant(s).
- **Budget** – Grant requests can be up to \$1,500. A sound budget showing what exactly the funds will be spent on and point of purchase is part of the application. The budget worksheet amount must match the amount requested in application. Note: CEF is unable to fund any compensation requests.

CCS STAFF MENTOR

A CCS staff member will sponsor the student(s) applying for the grant (no parents please).

This staff member will:

- Guide students in the video application process
- Complete an online application (via Kaleidoscope) and agree to reporting and media agreement.
- Be responsible for administering any funds that are awarded
- Guide students in project implementation and reporting
- Obtain approvals from the school principal and district technology team, as applicable. Approvals will be verified.
- Assist students in creating a budget worksheet.
- More than one CCS staff member can apply, but we need one to serve as primary contact.

IMPORTANT DETAILS

- Projects are to directly benefit students.
- Students have to be involved in all areas of the application including creating the video and budget.
- Proposals need to be **approved by the school principal (and/or CHS department chair, if applicable)**.
- **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).
- Funds will be awarded to the school treasurer; and the CCS staff mentor will work with them for expenditures.
- Anyone involved in a project (i.e. volunteer coach) who is not a CCS staff member must follow CCS visitor policies.
- Grant items purchased with CEF funds become the property of the school or Carmel Clay Schools.
- Applications will only be accepted within the stated time frame.
- A written and visual completed by both the student and mentor, needs to be submitted within 30 days of the project completion. The link to the report can be found on the CEF Student-led grant website.
- All materials are on our website:
<https://www.ccs.k12.in.us/foundation/grants/student-led-grants>.

QUESTIONS?

- Check these Frequently Asked Questions for additional information.
- Contact Stacey Hetrick, CEF Program Manager, shetrick@ccs.k12.in.us with any questions related to the grant program.
- Contact help@mykaleidoscope.com for technical questions or issues with the application.

