

**Clarke County Education Foundation**

**Teacher Proposal Form**

Grant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

The Clarke County Education Foundation (CCEF) is an independent public charity dedicated to promoting, expanding, and augmenting the educational opportunities for students and staff in the Clarke County Public Schools (CCPS), by generating private support and involvement to enhance these publicly-maintained services. The CCEF is a non-profit 501(c)(3) organization and is not affiliated with CCPS or the Clarke County School Board.

Grants can be submitted year-round to the CCEF Board for any amount needed. All decisions regarding the approval or denial of grant requests will be made by the CCEF and are final. The Clarke County Education Foundation supports the following STEM goals established by Clarke County Public Schools (CCPS):

* To maximize opportunities in preparing students for targeted careers by breaking down barriers between a) traditional core academics and career and technical education (CTE); b) high school and postsecondary education and training; and c) education and the workplace;
* To raise student aspirations and attract more students to postsecondary education in preparation for technical careers; and
* To provide well-trained workers to support the recruitment of new businesses and industries to Clarke County and the Commonwealth and to meet the workforce needs of existing business and industry.

**Guidelines**

Applicants should consider the following guidelines when submitting a Teacher Grant Proposal:

* Grants are to supplement and enhance academics and learning for students. These grants are not to replace programs/projects normally funded by the Clarke County School Board budget.
* Proposals should benefit a large number of students, preferably encompassing various grade levels and potentially impacting students repetitively in successive grade levels.
* Proposals must be directed toward support and enhancement of student learning.
* Proposals should support VDOE Standards of Learning.
* Proposers must be current on all grant evaluation requirements from previously received awards.
* Grant proposals will be prioritized based on breadth and depth of proposed project.
* If a grant is being requested and funding is needed for more than one year, a plan must be in place for who will budget for this project moving forward.

**Instructions and Process**

* Notify building administration and team leader of your intent to submit a proposal.
* Research costs of items to be included in the proposal.
* Complete the attached proposal application. All proposals must be typed. Handwritten proposals will not be accepted.
* Review proposal with the building administration and get approval.
* Send the signed application to the Director of Curriculum and Instruction to obtain Division approval and signature(s).
* Proposal is forwarded to CCEF for consideration.
* The CCEF Programs and Allocations Committee will meet to discuss the request.
* The Committee will make a recommendation to the Board of Directors.
* If the proposal receives a majority vote by the Board of Directors, the Executive Director will notify all necessary parties for implementation.
* The CCEF will place materials requested on the budget request form.
* Items ordered will be delivered to the grant recipient.
* Complete Award Report Form within one year of receiving funds. Award Report Forms should be submitted to the building administration, Director of Curriculum and Instruction and the CCEF.

**Clarke County Education Foundation**

**Teacher Grant Application**

1. **Applicant Information**

Applicant Name and Position/Title/Grade Level:

Email: Phone Number: Years at CCPS:

Is this a STEM Grant Proposal? \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Does this grant request require the purchase of hardware or software? \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_ No

 *(if yes, Director of Technology must review and approve prior to submission.)*

1. **Narrative** (Please answer the following using no more than two single-space, typewritten pages.)
2. Project Description: Tell the committee about your project? What are the student activities associated with the project? What VDOE Standards of Learning does your project support? If this is a STEM grant, how does your project support STEM? How long is funding needed for this project? If it is required for more than one year, how will funding be secured moving forward?
3. Objectives: What do you hope will be accomplished by this project? What are the major outcomes you expect? Which students will benefit by the project? Emphasize the project’s broad impact.
4. Evaluation: How will you know if the objectives have been met? How will you evaluate the impact of the project? Quantitative measures are the best indicators.
5. Dissemination: Would your project be of value to other students/educators? How would you share your ideas?
6. **Budget**
7. Total Amount Requested:
8. Budget: On attached Budget Template, itemize all materials and supplies requested by vendor (please note shipping costs and note that CCEF is tax exempt when obtaining quotes).
9. Attachments: attach any supporting documentation.
10. **Signatures** (Applications received without required signatures will not be considered.)

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Curriculum and Instruction Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If software or hardware will be ordered:*

Director of Technology Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **CCEF Budget Template**  |
| **Teacher's Name (s)** |  |
| **Project Name** |  |
| **Project Dates (mm/yyyy - mm/yyyy)** |  |
| *Please note, all software purchases must be prorated to by the end of the school year.* |
| **Project Expenses (Please list each item)** | **Total Project Budget** | **Total Requested from CCEF (if different)** | **Line Item Details (include websites/links, if necessary)** |
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| Shipping Costs: |  |  |  |
| **Total Costs** | $0.00 | $0.00 |  |

*Note: The CCEF will order requested materials. All non-expendable items will become the property of Clarke County Public Schools (CCPS). When items are received, the building principal or his/her designee will notify the CCEF that the order is complete.*

*The Clarke County Education Foundation, Inc. is a non-profit organization that is tax exempt under Internal Revenue Code Section 501(c)3 Federal ID No.:54-1606545*

*VA Sales Tax Exempt No.: SE541606545F0215201*

**Clarke County Education Foundation**

**Impact Grant Report**

*Must be completed within one year of grant award.*

Grantee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly summarize the project:

How was the project implemented? Were your goals and objectives met? If not, why not?

What IMPACT was made because of this project?

Please attach pictures/videos you may have taken in the implementation of this project.

Grantees Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

