

**Clarke County Education Foundation**

**Teacher Grants**

**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.

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 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 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.

Proposals will not be accepted for the following activities and/or items:

* Field trips
* Teacher professional development
* Travel

**Instructions and Process**

* Notify building administration 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.
* Complete a CCEF Purchase Order.
* Complete a Quotation Record Form (if applicable). This form is needed for any single item over $800.
* Make a copy of the proposal for your records.
* Review proposal with building administration and Director of Curriculum and Instruction to obtain Division approval and signature(s).
* Proposal is forwarded to CCEF for consideration.
* If the proposal receives a majority vote by the Board of Directors, the Executive Director will notify the applicant, building administrators and Director of Curriculum.
* The CCEF will place the order based on the attached purchase order(s) received with the proposal.
* 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 building administration, Director of Curriculum and Instruction and the CCEF.

**Clarke County Education Foundation**

**Grant Application**

1. **Applicant Information**

Applicant Name and Position/Title/Grade Level:

School:

School Address:

School Phone:

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?
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. Materials and Supplies: On attached Purchase Order, itemize all materials and supplies requested by vendor (complete as many as necessary- CCEF is tax exempt).
9. Other Sources:
10. **Signatures** (Applications received without required signatures will not be considered.)

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

Building Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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.

**CLARKE COUNTY EDUCATION FOUNDATION, INC.  
PURCHASE ORDER**

Grantee’s Name Proposal Title

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR NAME, ADDRESS | | | The number below must appear on all packing slips, packages, invoices, envelopes, and correspondence. | | | | | |
| **P.O. NUMBER:**  **QUOTE REFERENCE#:** | | | | | |
| PHONE: | | FAX: | P.O. Date: | | | | | |
| ITEM  NO. | STOCK NUMBER / DESCRIPTION | | | QTY | UNIT | UNIT  PRICE | TOTAL  PRICE | QTY  RECD |
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CCEF Approval DATE

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Technology Approval (if applicable) DATE

**SHIP & RECEIVE:**

|  |  |  |
| --- | --- | --- |
| SHIP TO NAME, SCHOOL ADDRESS | | SHIPPING TERMS: |
|  | | RECEIVING: Date Initials    Partial    Complete |
| PHONE: 540-955- | FAX: 540-955- |  |

**PAY: INVOICE TO NAME, ADDRESS, PHONE**

Clarke County Education Foundation, Inc.

P.O. Box 1252

Berryville, VA 22611 540-955-6103

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.: 541606545 VA Sales Tax Exempt No.: SE541606545F02152013

## **QUOTATION RECORD FORM**

Must complete for requests over $800.00

**Clarke County Education Foundation, Inc.**

P.O. Box 1252

Berryville, VA 22611

**Phone:** (540) 955-6103

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| --- | --- |
| **VENDOR NAME:** | Contact: |
| Address | Delivery: |
| Phone | Quote: |
| Fax | Terms Good Until: |
| **VENDOR NAME:** | Contact: |
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