FUNDING GUIDELINES AND GRANT PROCEDURES

Goals of the Chatham Education Foundation Grant Program

Chatham Education Foundation (CEF) strives to provide funding for educational endeavors that add depth to the curriculum and broaden scholastic experiences. We support initiatives that would not be otherwise funded through the traditional School District of the Chathams (SDOC) budget.

- CEF aims to support innovative and creative educational programs for the students and faculty to enhance excellence in the SDOC;

- CEF aims to provide resources and programs that enrich all students' of the SDOC appreciation and understanding of subjects covered by the district's academic curriculum.

Grant Eligibility

Teachers, administrators, staff members, departments, teams and interdisciplinary teams within the SDOC are eligible to apply for grants from CEF.

- **Teachers and Staff** may apply for grants to enhance students' learning experiences, enrich the curriculum, pilot a classroom of the future innovative furniture piece or implement innovative teaching ideas.

- **Supervisors** may submit applications to support specific curricular needs across the district.

- **Principal Grant** applications are designed to support larger school, technology and classroom needs.

- **District Grant** applications support district-wide initiatives, programs or projects.

CEF Grant Criteria and Considerations

Throughout its history, CEF has been proud to fund grants that have met all or some of the following criteria:

- Grants that enhance the existing academic program, curriculum, guidance or counseling functions, and staff development.

- Grants that enrich—not duplicate or replace—the current curriculum and educational structure.

- Grants that reflect the goals of the SDOC and have the approval of the SDOC, including the Superintendent and Building Principal and Curriculum Supervisors, as well as the Technology Supervisors, if applicable.

- Grants that are innovative and creative in teaching and/or learning.

- Grants that implement new and experimental methods of teaching.

- Grants in which the results can be evaluated by some measure of quality and be expanded and replicated if successful.

CEF has traditionally not funded the following types of grants:

- Grants that replace or relieve responsibility for public funding of school programs.

- Grants that fund teacher stipends or substitute teacher fees.

- Grants that fund food or standard consumable classroom supplies.

- Grants that fund field trips or transportation.

- Grants that fund one-time speakers, assemblies, performances, or presentations, other than workshop-related projects or districtwide initiatives.

- Grants that fund non-specific expenses. All grant proposals are required to include budgets that are clearly defined, with all items/equipment listed.

- CEF cannot fund sales tax for grant items. (CEF will provide a tax-exempt I.D. number in order to purchase materials.)

Grant Application Process

- Grant applications are accepted on a rolling basis from September through May. Applications received after the final submission deadline, with the exception of District applications, will be considered for the following school year.

- The electronic grant application form can be accessed from the SDOC Educator Growth Website or from the grants tab on the CEF website: https://www.chathamedfoundation.org/what-we-do/grants.html.

- Accompanying budget documentation, along with catalog/webpages of materials to be purchased, will be uploaded as part of the application form. (A PDF template is provided to assist in preparation of your application.)

- Applications will be routed to the Grants Chairperson listed on the CEF website.

- Anyone applying for a grant should notify the specific individuals who will be required to approve (i.e., principals, curriculum supervisor and/or technology supervisor). Approvals will all be submitted electronically via access to the electronic grant form.

- All technology and classrooms items must be purchased in accordance with SDOC purchasing guidelines.

Grant Review Process

- Completed applications will be sent to the CEF Grants Committee for review.

- Applicants will be notified if the Grants Committee needs clarification or additional details about any aspect of the proposed project.

- The CEF Board of Trustees will review completed applications that have been received prior to the deadline for each meeting where grants review occurs.

- Applicants will be notified within one week of the CEF meeting if their grant application was accepted or denied.

- The BOE will review all grants upon CEF Board approval. Funds are released upon BOE approval.

Please keep in mind that not all applications may be approved. CEF strives to fund as many quality applications as possible each year, but operates on the financial generosity of the community and a limited funding budget.

Grant Project Requirements

1. Changes in Scope or Expenditure of Grant Funds

Whiles CEF encourages staff efforts to find grant materials at a cheaper cost (within the purchasing guidelines of the district), change in scope of approved projects is discouraged. Any changes must be submitted in writing to the Grants Chairperson, who will confer with the CEF Executive Committee to determine if the change would require a new grant submission.

2. Grant Publicity

- Grant publicity is CEF's most effective outreach tool. Accordingly, we ask that recipients make every possible effort to publicize their grants to parents, teachers and the local community through school publications, local newspapers and other media outlets.

- Chatham Education Foundation requests photos that showcase the grant in action, and statements explaining the project for use in CEF publications.

- Grant recipients are asked to include the following statement when presenting the grant-supported project in any public forum: "This project is made possible (in whole or in part) by a grant from the Chatham Education Foundation."

3. Duration of Funding

All grant funds must be expended on the approved project within the school year for which the grant was awarded. If the project is canceled or materially changed, the funds must be returned to CEF.

CEF cannot make a commitment to continue funding the same project for more than the current school year. While we are always looking for new, creative projects, we will, however, review applications for continued funding of previously awarded grants if the project has been reviewed, reconsidered and/or updated. Applications should clearly indicate that it is a request for continuous funding from a previously awarded grant.

4. Materials, Equipment and Supplies Purchased with CEF Funds

All materials, equipment and supplies purchased with CEF grant funds become the property of the SDOC and should be stored at the school where the project takes place. If applicable, CEF stickers will be given to grant recipients to put on the purchased equipment. Grant recipients are asked to encourage the replication of the project by making all equipment and materials accessible to other teachers and staff.

5. Grant Evaluation and Report

All grant recipients are required to submit a Final Grant Report approximately one year after their grant was accepted. The report must describe the grant project outcomes, material improvements in teaching or learning, and show the expenditure of funds. A report form and due date will be given to each grant recipient upon the acceptance of the grant. The SDOC will periodically review grant expenses and return unexpended funds to CEF for completed grants that underspent the approved amount of funding.

The above funding guidelines, procedures and requirements represent the guiding principles of the Chatham Education Foundation. Under specific circumstances, the Board of Trustees of CEF may choose to provide or not provide funding that differs from the terms outlined in these guidelines.

CEF welcomes inquiries prior to writing grant applications to discuss viability of projects. Please contact the Grants Chairperson listed on the website if you would like to discuss a potential grant application.

Note: The Board of Trustees reserves the right to revise these guidelines, procedures and requirements at any time.