



FUNDING GUIDELINES AND GRANT PROCEDURES

Goals of the Chatham Education Foundation Grant Program

Chatham Education Foundation (CEF) provides 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 supports innovative and creative educational programs for the students and faculty to enhance excellence in the SDOC;
- CEF provides resources and programs that enrich all SDOC students' appreciation and understanding of subjects covered in the district-approved academic curriculum.

Grant Eligibility

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

Grant Types & Levels

Teacher and Staff Grants—Maximum of \$2,500. Teachers and Staff in the SDOC 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. Collaborative grants outside the limit of a standard grant will be considered on a case-by case basis.

Supervisor Grants—Maximum of \$10,000. These grants may be submitted by a Curriculum Supervisor in the SDOC. **The goal of the Supervisor grants is for CEF to support specific curricular, technology and classroom needs across the district** that would not otherwise be covered within the regular SDOC operating budget.

Principal Grants—Any Principal in the SDOC may apply for a Principal grant. Though there is no dollar limit to a Principal grant, CEF will approve grants based on the availability of funds. The goal of the Principal grants is for CEF to support larger school, technology and classroom needs that would not otherwise be covered within the regular SDOC operating budget.

District Grant—Grant requests may be submitted by the Office of the Superintendent of the SDOC. There is no dollar limit to District grants. The goal of the District grant is for CEF to support district-wide initiatives, programs or projects that would not otherwise be covered within the regular SDOC operating budget. **District grants may be awarded for innovations that are beyond the scope of our grant**

guidelines and criteria.

CEF Grant Criteria and Considerations

Throughout its history, CEF has funded 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 of the SDOC.
- Grants that enrich—not duplicate or replace—the current curriculum and educational structure of the SDOC.
- 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 that pilot materials, approaches, or equipment that and if successful, could be expanded and replicated.
- Grants that extend or scale a previous grant to additional students or classrooms.

CEF traditionally does not fund the following types of grants. **Exceptions may be made for District 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 district-wide 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.

- Grant application forms can be downloaded from the grants tab on the CEF website at www.chathamfoundation.org. Accompanying documentation may be attached to the application. This may include but is not limited to catalog/webpages of materials to be purchased and current educational research relating to the proposed projects.
- Applications can be submitted via email to the Grants Chairperson listed on the CEF website. Alternatively, the Grants Chairperson can be notified that a completed grant application is ready to be picked up in the Main Office of a school building.
- Required signatures must be completed on all applications.
- The SDOC Curriculum Supervisor must approve all grant applications within their instruction area. All technology and classrooms items must be purchased in accordance with SDOC purchasing guidelines.

Grant Review Process

- Completed applications will be acknowledged through email and 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 Assistant Superintendent of Curriculum and Instruction and CEF Board of Trustees will review completed applications that have been submitted by the deadline for each CEF grant meeting.
- Applicants will be notified within one week of CEF Board of Trustees grant review meeting if their 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

While CEF encourages staff efforts to find grant materials at a cheaper cost (within the purchasing guidelines of the district), changes 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. CEF is in the early stages of building an endowment. Your support with publicizing grants and providing exposure for CEF will be critical to CEF building a reliable and sustainable source of funding for the SDOC.

- Chatham Education Foundation requests photos that showcase the grant in action, and statements explaining the project for use in CEF publications. Photos should comply with SDOC photo release policies and should be cleared for use in publication and marketing materials. When submitting photos, please provide a statement stating that “photos are approved for use in CEF publications and marketing materials.”
- The following statement should be included when presenting a CEF funded project in any public forum: “This project is made possible (in whole or in part) by a grant from the Chatham Education Foundation.” Publicity materials should be submitted to CEF for review to ensure that our logo and brand is accurately represented. CEF should be afforded the opportunity to speak at parent/community events that CEF funded in whole or in part. As space permits, CEF should be invited to staff a table to showcase grants awarded. CEF will continue to recognize all grant recipients.

3. Duration of Funding

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

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 within one year after their grant was approved and funded. Grant recipients who do not submit final reports on existing grants may be ineligible to apply for additional funds until outstanding reports are submitted. The report must describe the grant project outcomes, material improvements in teaching or learning, recommendations for scaling the grant across the district 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.