



CALHOUN CITY SCHOOLS

Charter School System

A Tradition of Excellence in Academics, Arts and Athletics

**The Calhoun City Schools
Community Education Program**

**2011-2012
Education Mini-Grant Application Package**

Please return to:

**CCE Education Mini-Grant Committee
Community Education Director, Calhoun City Schools
380 Barrett Road
Calhoun, GA 30701**

Deadline: March 2, 2012

Community Education Education Mini-Grants

The CCS Community Education Program is pleased to announce their Education Mini-Grants Program for 2011-12. Its purpose is to support teachers who have ideas for enriching the standard curriculum or providing students with additional learning experiences. Grants will be awarded to support innovative, student-based educational projects that enhance learning with the objective of motivating students and improving student achievement.

Calhoun City Schools Community Education Program is a non-profit partnership to support the needs of our students, parents, teachers and the community. This packet provides guidelines to the Community Education Program's Education Mini-grant process and a copy of a grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

What do CCE grants support?

Calhoun City Schools P-12 faculty and administrators may apply for funding in support of enrichment projects that benefit Calhoun City School students. The program plans to fund a broad range of projects, from those that focus on traditional academic subjects, to others in the visual and performing arts, and still others that promote multi-cultural and community learning experiences. Grants will be awarded in three categories: P-5; 6-8; and 9-12.

CCE funded programs should enhance, not duplicate, the standard curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curricula in a meaningful way. The PIE committee encourages projects that demonstrate a partnership between teachers, schools and disciplines.

Who decides whether a project gets funded?

The Calhoun City Schools Education Mini-Grant Committee reviews grant applications each grant cycle. The Education Mini-Grant Committee is a diverse group, comprised of 5 members. The Committee makes funding recommendations to the Community Education Program Director. The Grant Committee may choose to offer partial funding at its discretion. The Community Education Program encourages collaborative funding and invites applicants to seek partial or additional funding from other sources.

What makes an Education Mini-Grant application successful?

- The application must be complete and comply with deadlines. It should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators. It must include all authorizing signatures.
- The proposal should demonstrate creativity and innovation in educational programming and target a significant number of Calhoun City school children.

- The project may seed an initiative that could be later replicated in other schools or grades or expanded as a large grant, promising to benefit students in future years.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach children in multiple classrooms, grade levels or schools.

How to Apply: Complete and submit the grant application located at www.calhounschoools.org Departments/Community Education/Education Mini-Grant to Dr. Michelle Griffith, Director of Community Education

When to Apply: FY12 Grant Cycle 1 applications will be accepted on an on-going basis now through March 2, 2012.

Questions: Contact Dr. Michelle Griffith at 706-602-6628 or griffithm@calhounschoools.org.

Grant Award Amounts: Grant amounts vary depending on the project needs along with the amount of funds available for the given year; based on the success of the Community Education Program's fundraising and investments.

Grant Fund Information: Funds may be applied to equipment, materials and field trips that would not normally be provided by the school or school district. Exceptions are listed below:

- Cannot be used to supplant school and/or district responsibilities
- Cannot be used for food and/or refreshments
- Proposals for equipment and/or field trips will be considered only if they are an integral, vital component of a larger strategy and is NO MORE THAN 25% of the total budget
- Outside consultants and experts will be supported only if the expenditure is a necessary part of the overall objective of the project and is NO MORE THAN 25% of the total budget
- Cannot be used for salaries, stipends, substitutes, or incentives
- Cannot be used for fundraisers
- Cannot be used for equipment that is normally provided through technology (cameras, printers, etc) or media funds unless it is in direct support of the educational program goal and approved by the CCS Technology Director, Grant Committee, and CCE Director.
- The proposal should provide a plan for additional non-CCE funding, if necessary.
- The proposal should not seek repeat funding for a previously approved project or retroactive funding for an existing project.

Members of the Education Mini-Grants Review Committee will review the applications and priority will be given to projects designed to do one or more of the following:

- Develop new teaching strategies and methodologies that motivate students and keep alive their eagerness to learn.
- Improve cultural awareness to better prepare to better prepare our students for a global economy.
- Help underachieving students reach their potential.
- Involve the community in the improvement of education.
- Provide clearly defined and valid objectives and outcomes that are realistic in terms of what is expected to be accomplished.
- Conduct activities that are well-defined, specific and directly related to project goals.
- Have the ability to be replicated or adapted by others.

Procedures and Requirements

1. Approval is required from your school principal to ensure that appropriate administrative personnel are aware of your submission of the grant application.
2. Project funds must be spent during the FY12 school year.
3. A final written report, including pictures, financial statements and narrative describing the project (how it benefited students and the teacher) will be required at the conclusion of the project.
4. The CCS Community Education office reserves the right to publicize all grant recipients.
5. Applicant's name or school name should not appear in the text of the grant project description.
6. Proposals will not be funded for expansion and/or maintenance of previous grants.
7. Each teacher may submit only one proposal at a time; however, if a teacher is part of a team for one proposal, the teacher is not prohibited from submitting another proposal as part of a different team or on their own.
8. Submit the original application along with two (2) copies to the Calhoun Community Education Office,
9. Deadline to apply for the first grant cycle is March 2, 2012. For more information contact: Dr. Michelle Griffith, Director of Community Education at 706-602-6628 or griffithm@calhouschools.org

**Education Mini-Grant Application Form
Commitment Letter**

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting report of all Calhoun City Schools Community Education Program funds expended as part of this grant.
- Submit a final project report within thirty (30) days of completing this grant.
- Secure appropriate media opportunities within the school, with other schools in Calhoun City Schools, the business community, the larger Calhoun community and elsewhere.
- Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to your Community Education Program Liaison.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Note: Final Education Mini-Grant Report Forms will be sent with grant award letters.

Applicant(s) signature(s):

_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

Principal(s) and/or Superintendent signature(s):

_____	Date _____
_____	Date _____

Education Mini-Grant Application Form

I understand that the awarding of all grants, and the amount of the grant, shall be at the sole discretion of the Education Mini-Grants Review Committee. If awarded a grant for the project herein described, I agree to submit a written report, including pictures, financial statements and narrative describing the project (how it benefited students and the teacher) within thirty (30) days of completion of the project. The CCS Community Education Program shall have the right to disseminate to others the information and materials developed.

Name of Applicant(s)	Project Leader	Title of Project
Contact Email	Contact Phone Number(s)	Amount of CCE Funds Requested
		\$
Position/Role within CCS	Subject/Grade Level	Number of Students Impacted
Anticipated Beginning Date of Project		Anticipated Completion Date of Project
Category of Project (Check any that apply)		
<input type="checkbox"/> Energy <input type="checkbox"/> The Environment <input type="checkbox"/> Fine Arts <input type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Mathematics <input type="checkbox"/> Character Education <input type="checkbox"/> Other: _____		
Signature of Applicant(s)		Signature of Principal
School	Date Submitted	
Additional Comments:		
Please type your application using the guidelines listed under "Application Components" on the next page.		

Application Components

(Complete each section in full and attach to the application form)

Section A: Project Description (1/2 to 1 page, typed, single spaced, 12 pt. font)

- Include educational goals, objectives and outcomes.
- What specific academic competencies/standards will you address?
- Who and how many students or subgroup thereof (grade level, special education, art classes, ESOL, economically disadvantaged, etc.) will be impacted? Ethnic distribution of project group may be included.
- How is your project different in creativity and innovation from other projects? Why should it be funded?
- What opportunity will the project provide and why is it of value to the school/students? How will it impact the students?

Section B: Planned Activities (1/2 to 1 page, typed, single spaced, 12 pt. font)

- Clearly and concisely describe the project activities, the sequence, the scope and interrelationship of activities, the staff, community and students involved to meet the learning outcome.
- Detail what will happen, when, where, and how the project will be executed.

Section C: Project Evaluation (1/2 to 1 page, typed, single spaced, 12 pt. font)

- Describe objectionable and quantifiable methods that will be used to assess how effectively learning outcomes have been met.
- For each objective, include a measurement indicator that would quantify results; surveys, pre-/post-tests, student portfolios, running records. Questions to ask yourself are: What do you want your students to learn? And, how do you know if your students have learned it?

Section D: Budget Detail (Use Spreadsheet Below)

- Remember to adhere to budget requirements related to appropriate expenditures.
- Include any other in-kind or fiscal support that will be or has been given.
- Use a separate sheet of paper to itemize direct costs; specifying the price, quantity, and vendor of any equipment and materials to be purchased.

Education Mini-Grant Budget

Please be as specific as possible with your budget information. **Use a separate sheet of paper to itemize direct costs; specifying the price, quantity, and vendor of any equipment and materials to be purchased.** If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by the CCS Director of Technology Services to ensure compatibility. If additional funding is required to implement your project which is not eligible through the Education Mini-Grant, please indicate the funding source that will underwrite those costs. CCS encourages partnerships with other funders.

Project Title		Total Project Budget		Amount of CCE Funds Requested	
		\$		\$	
Expense Category		Amount Requested from CCE		Amount Requested from Other Sources	
Materials					
Equipment					
Fees					
Other (Specify:)					
Total					

Source(s) of non-CCE Funds		Amount(s) of non-CCE Funds	
		\$	
		\$	
		\$	
Signature(s) of Applicant(s)			Date
Signature(s) of Principal(s)/Superintendent			Date
Comments:			
Signature of the Director of Technology (If requesting funds for technology equipment)			Date
Comments:			