



Clebune Education Foundation

## CEF Mini Grant Instructions

Thank you for applying for a CEF Mini Grant. Our Board and Grants Review Committee are very appreciative of your commitment to your students!

### Application Instructions

- Download the application. Save the document as a PDF using your name and CEF Mini Grant in the filename, i.e. Betsy Jones CEF Mini Grant. Downloading the application will allow you to work on your application, save it and return to it later.
  - **To ensure anonymity during the selection process, please do NOT include any names of teachers or staff, the school, the campus mascot or any other identifying information in the title, body of the application or budget/quote information. That information should be provided on the Cover Sheet only.**
  - No applications will be considered after the deadline.
  - Grants MUST be signed by the principal.
  - Project applications must directly and positively affect student achievement/outcomes. It is important to indicate the number of students that are expected to benefit from the project (this year and in the future).
  - Please be sure to mention if your grant proposal will incorporate matching funds from your school, and/or school parent organization, or community resources. Such outside contributions are not required but are a sign of commitment to the project and multiply the effectiveness of the grant award.
  - Proofread your application to ensure that someone who does not know your project will understand it. **Do not use terminology or acronyms that a reviewer outside of education would not recognize or understand.** Please be very descriptive. For example, if you are requesting microscopes, tell us how a microscope works, how it will be used on your campus, why it's important to student achievement and how your students will benefit from receiving microscopes. Please run spell check and grammar check before submitting your application.
  - A teacher/staff member may receive awards for two consecutive years and then becomes ineligible for additional funding until after one year has passed.
  - Items that can be reused in future years are highly encouraged so that your work can continue.
  - All project activities must comply with CISD policies and procedures.
  
- Upon completion, please scan and email the document to [pharris@cleburneducationfoundation.com](mailto:pharris@cleburneducationfoundation.com) or print and deliver to Central Office for placement in the CEF mailbox. Applications must be received by deadline date on application.

- Grant Requirements:
  - All purchases under these grants become property of the Cleburne Independent School District.
  - All grantees are required to place labels (provided by CEF) on items purchased through CEF grants to denote that they are property of CISD and funded by the Cleburne Education Foundation.
  - Please read the instructions on the budget page carefully.
  
- Awarding of Funds:
  - Mini Grants are funded up to **\$500.00**.
  - The Grant Committee has the discretion to determine whether to fully or partially award any grant. The CEF Grants Committee uses an unidentifiable selection process for all grant requests so favoritism is not a factor.
  - Applications will be scored using the Score Sheet that is included in these instructions. A minimum score of 75 is required for consideration for funding.
  
- Grants will be considered for ideas that enhance instruction for reading, social studies, music, language, grammar, art, physical education, career, health and STEM (Science, Technology, Engineering and Mathematics).
  
- Grants will NOT be awarded for:
  - Salaries (including substitute pay) and stipend compensation
  - Monetary incentives or travel costs
  - Costs for items which are already available through campus, district, state or federal funding
  - Student Incentive Programs
  - Technology items and equipment are eligible for funding, but must be an integral piece of the project and contribute to increased student learning. Items must not be provided for in the CISD technology budget, campus budgets, bond budget, or state or federal funding budgets.

Please call Paige Harris at 817-202-1199 or email [pharris@cleburneeducationfoundation.com](mailto:pharris@cleburneeducationfoundation.com) further information. Thank you!