



Cleburne Education Foundation

2023-24 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 2023 Mini Grant in the filename, i.e. Paige Harris 2023 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 other 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 headphones, tell us how headphones work, how they will be used in your classroom, why it's important to student achievement and how your students will benefit from receiving headphones. Please run spell check and grammar check before submitting your application.
- A teacher/staff member may receive Mini Grant awards for two consecutive years and then becomes ineligible for additional funding until after one year has passed.
- All project activities must comply with CISD policies and procedures.

Grant Deadline: September 14, 2023

- Upon completion, please scan and email the document to pharris@cleburneeducationfoundation.com or print and deliver to Central Office for placement in the CEF mailbox. Applications must be received by **4:30 pm on Thursday, September 14.**
- Budget Details:
 - Items that can be reused in future years are highly encouraged so that your work can continue.
 - All purchases under these grants become property of the Cleburne Independent School District.
 - 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), and social-emotional resources.

- 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 further information. Thank you!

Grant Deadline: September 14, 2023

Application # _____

CLEBURNE EDUCATION FOUNDATION

Score Sheet

Review the application and determine your score for each section based on the criteria as outlined in the rubric. Use the note section to record questions or comments you would like to make during the Grants Review Committee meeting. Applications must score at least 75 to be eligible for funding.

Criteria	Notes	Score
1. Project Description <i>(Was the applicant specific in their description? Did they state the need for the grant and how it will benefit students? Did you feel the applicant described the project in their own words?)</i> 40 points		
2. What are the goals for the project? <i>(What will be accomplished if the grant is funded? How will funding lead to student success?)</i> 30 points		
3. How will the project be evaluated? <i>(How will the applicant measure success?)</i> 20 points		
4. Scorer's opinion <i>(i.e., author used good grammar & writing skills; I feel the author's enthusiasm; I can visualize this project.)</i> 10 points		
TOTAL		

Final Score: _____