



Clebune Education Foundation

## 2025-26 Campus Grant Instructions

Thank you for applying for a CEF Campus Grant. **Campus Grants are awarded up to \$7,500.00.** Our Board and Grants Review Committee are very appreciative of your commitment to your students and is excited to see your engaging ideas!

### **Read and review instructions CAREFULLY!**

- Download the application. Save the document as a PDF using your name and 2025 Campus Grant in the filename, i.e. Sarah Smith 2025 Campus Grant. Downloading the application will allow you to work on your application, save it and return to it later.
  
- **Elementary campuses** - To ensure anonymity during the selection process, please do **NOT** include any names of the school, staff, 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. Grants MUST BE TYPED!**
- Only one grant application will be accepted per campus. Grant requests should be for a minimum amount of \$1,000.00.
- A campus may receive a Campus Grant for two consecutive years and then becomes ineligible for additional funding until after one year has passed.
- If a staff member other than the principal or department head is applying for the grant, it must be signed by the supervisor. No applications will be considered after the deadline.
- 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, now and in the future.
- Please be sure to mention if your grant proposal will incorporate matching funds from your school, department, 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. **We highly recommend asking a colleague to proofread your work. Do not use terminology or acronyms that a reviewer outside of education would not recognize or understand.** Please be very descriptive. If you are requesting microscopes, tell us how a microscope works, how they will be used on your campus, why it's important to student achievement and how your students will benefit from receiving the microscopes. Please double-check your spelling and grammar before submitting your application.
- Make your application stand-out with your enthusiasm and description of your project. Give the reader a window into your campus.
- 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 **4:30 pm on Monday, June 23.**

**Grant Deadline: June 23, 2025**

- Budget Details:
  - **Make certain your Budget Total matches Amount Requested on other pages.**
  - 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 provide as much vendor detail as possible. Company, contact person, address, phone number, email, etc.
  - Please read the Helpful Tips on creating your budget.
  
- Awarding of Funds:
  - Campus Grants are funded up to **\$7,500**.
  - The Grant Committee has the discretion to determine whether to fully or partially award any grant.
  - 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 NOT be awarded for:
  - Salaries (including substitute pay) and stipend compensation
  - Monetary incentives
  - 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.

Grants will be considered for ideas that enhance classroom instruction for reading, social studies, music, language, grammar, art, physical education, career, health and STEM (Science, Technology, Engineering and Mathematics) and social/emotional learning and coping skills.

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



**Clebume Education Foundation**

## **2025-26 Campus Grant Timeline**

- Grant applications due June 23, 2025
- Review submitted applications with Student Services, Curriculum & Instruction, Technology and Deputy Superintendent administration to ensure requests comply with district policies, curriculum goals and technology support.  
June 24 – June 27
- Applications distributed to 11 CEF Grants Committee Members. June 30
- Committee reviews applications
- Committee meets to review applications and recommend awards. July 17
- CEF notifies winners! Week of August 4.

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? Do you understand how the project will benefit students? Did you feel the applicant described the project in their own words?)</i> 40 points		
2. What makes the project impactful? <i>(Did the writer give you an insight into their classroom? How will this project provide enhanced learning opportunities?)</i> 25 points		
3. What are your goals? <i>(Are the project's goals clearly stated? Do the goals align with district initiatives?)</i> 15 points		
4. How will the project be evaluated? <i>(Did the writer clearly explain quantitative/qualitative measures?)</i> 10 points		
5. Scorer's opinion <i>(i.e., author used good grammar &amp; writing skills; I feel the author's enthusiasm; I can visualize this project.)</i> 10 points		
TOTAL		

Final Score: \_\_\_\_\_