Great Idea!
Carmel Education Foundation Grants

The Carmel Education Foundation (CEF) is proud to support Carmel Clay Schools (CCS) students in academic achievement and lifelong learning. Recognizing that educators play a significant role in a student's education, CEF invests in classroom grants that support innovation, enhance student achievement, and inspire student learning. We hope that educators seek this opportunity to pursue a "passion project", to bring a resource to students they may not otherwise get to experience, or to implement an idea that may be replicable in other areas.

CEF has a long history of providing classroom, team, and school-wide grants and, since 1966, has invested over **$850,000** in grants to benefit CCS students. As the non-profit funding partner for CCS, CEF relies on the generosity of individual, business, and community donors, primarily in Carmel, to fund grants.

Spring 2023 Focus Areas

The CEF board determines focus areas for each cycle of grants. These rotate depending on current trends and/or CCS initiatives, as well as to provide access to a broader range of needs throughout the year.

FUNDING IS TO BENEFIT STUDENTS IN ONE OF FOUR FOCUS AREAS:

- **Innovative Instruction** - use your creativity to bring learning concepts to life through innovative resources, hands-on learning experiences, interactive instruction, a "passion project" or any unique idea that is applicable to the subject matter. This category covers all curriculum areas and needs to correlate to a current learning standard, school improvement plan, or district initiative.
- **Wellness** - physical or mental wellness projects, lessons or activities to promote health and well-being.
- **Skills for Success** – projects that focus on the development of student's ability to achieve academic and personal success in today's ever-changing and global society.

SPRING 2023 GENERAL PARAMETERS:

- **Requests may be up to $700.**
- Proposal must correlate to an academic standard, school improvement plan or CCS district initiative.
- Grant monies are to be primarily utilized during the course of the school day.
- The project is to be implemented by **December 31, 2023**.
- If funded, you agree to submit a written & visual report within 30 days of the project completion.

CARMEL EDUCATION FOUNDATION

APPLICATION PROCESS AND TIMELINE:

Apply Dec 1 – January 16

The application, via Google Form, will be open **the week of Dec 1, 2022 through Monday, January 16, 2023.** Recipients will be announced during the week of **January 30, 2023**. Funding will be available for recipients by mid-February..

The application requires that you download, complete, and upload a **Spring 2023 Grant Budget** and a **Grant Report and Media Agreement** as part of your application. These are available at https://www.ccs.k12.in.us/foundation/grants/application.

ELIGIBILITY AND CONDITIONS OF CEF GREAT IDEA! GRANTS:

- Projects are to directly benefit students- for this cycle professional development activities such as book clubs, conferences, or individual training will **not** be considered.
- Applicants must be a certified CCS member.
- Proposal must correlate to an academic standard, school improvement plan or CCS district initiative.
- Priority consideration will be given to applicants who present well thought out ideas and provide thorough explanation on how the idea directly impacts students, as well as how the applicant will evaluate the implementation of the grant to define success and/or learning points.
- Proposals need to be **approved by your Principal or CHS department chair, for every cycle,** prior to application submission. Please have a conversation with them prior to submitting your application to make sure your project is a good fit for your building. This approval will be verified every cycle.
- **Any technology** needs to be pre-approved by Terry Howell, CCS Technology Supervisor (317-844-9961 x1052, thowell@ccs.k12.in.us) **AND** Kate Masterson, CCS Assistant Technology Director (317-844-9961 x1029, kmasters@ccs.k12.in.us). Technology is defined as items that would need to connect to use the CCS network, wireless access, internet, or may interfere with the CCS network. Applicants should thoroughly vet digital applications for terms of use, student data, and privacy. Approval will be verified.
  Examples:
  - Wireless devices that need to connect to WIFI must be able to use 802.1x authentication.
  - Software that requires access to internet services must be vetted for compliance with the CCS filtering solutions, acceptable use policy, and ensure proper terms of use for student data/privacy is respected.
- Grant items purchased with CEF funds become the property of CCS.
- Grant monies are to be primarily utilized during the course of the school day.
- If funded, you agree to submit a written and visual report within 30 days of the project completion.
- Applications will only be accepted within the stated time frame.
- Funds will be accessed through the CCS business office, typically via school treasurers/secretaries.

CARMEL EDUCATION FOUNDATION

WHO IS ELIGIBLE TO APPLY FOR A CEF GRANT?

Any Carmel Clay Schools certified educator may apply.

IS THERE ANYTHING THAT WILL NOT BE FUNDED?

CEF grants funds may not be used for the following:

- Food or drinks for a party, meeting, event, etc.
- Disposable party type supplies (i.e. plates, napkins, tablecloths, decorations, etc.)
- Consumable supplies not related directly to the project (i.e. batteries, markers, etc.)
- Apparel
- Monetary incentives (i.e. gift cards or tangible rewards)
- Compensation and/or benefits for CCS or contract personnel
- Flexible seating as this is provided through CCS
- iPads or Chromebooks
- Staff book clubs or studies, individual training or professional development
- Student-centered enrichment clubs that take place outside of the school day
- Other items/services may be considered at the discretion of the CEF grant committee and board of directors

WHAT IF I HAVE QUESTIONS?

You are encouraged to reach out to Stacey Hetrick, CEF Program Coordinator (shetrick@ccs.k12.in.us, 317-844-9961 x2692), or Tara Ascioti, CEF Grant Chair, tda3boys@gmail.com with any questions.

IS PRINCIPAL OR DEPARTMENT CHAIR APPROVAL REQUIRED PRIOR TO SUBMITTING MY APPLICATION?

Yes. This is a required step in the application process for every cycle and will be verified. Principals need to approve the application at the elementary and middle school levels. For high school educators, either the principal or department chair may approve the application. Approvals must occur for every grant cycle.

IF MY PROJECT IS TECHNOLOGY RELATED, IS IT REQUIRED TO HAVE CCS TECHNOLOGY APPROVAL PRIOR TO SUBMITTING MY APPLICATION? DO BOTH CCS CONTACTS HAVE TO APPROVE?

Yes - all technology requests must be approved for both connectivity and data privacy. This is a required step in the application process for every grant cycle and will be verified.

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CEF Grant Application Tips:

We recognize that teachers have a lot to manage all throughout the year, and our intent is that this is not a cumbersome application process. However, this is a competitive grant process, as we do not anticipate being able to fund all requests. Hence, we offer the following suggestions for your application.

Align your proposal with the CEF mission and stated purpose of these grants.
Connect your proposed project/idea to these.

Be prepared. Review all the grant questions prior to starting the Google application. There is a printed application you may download to review all questions. We suggest you pre-write your responses and cut and paste them into the form.

Be ready. Have your Budget Form and Grant and Media Agreement forms completed and saved as a PDF, **in the format indicated**, prior to starting your on-line application.

Invite a colleague to read your responses and offer objective input.

Create a story with your proposal using the basic elements of stating the problem, the proposed solution, and the "happily ever after"- how your project will improve the problem.

Utilize your CCS email address when creating and submitting your application and utilize the **Google Chrome** browser.

Writing Tips

- **Avoid lengthy, run-on sentences.**
- **Check your spelling and grammar.**
- **Make your points clear.**
- **Simple words are fine**- don't bury ideas in grandiose language.
- **Don't write in jargon**- remember that evaluators may not share your knowledge- write to a general audience.

www.ccs.k12.in.us/foundation/grants

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