



2016-2017 Grant Application

The purpose of the Grant Program is to support staff initiatives that will *enhance the educational experiences of students* in the Clarence Central School District by offering ancillary enrichment in the arts, sciences, math, technology, applied career skills and athletics.

The Clarence Schools Enrichment Foundation grant program will fund proposals up to \$1000 each.

General Information

Eligibility - Any Clarence School District staff member is eligible to apply for a grant.

Authorization of Application - In order to assure coordination with district and school goals, the building principal of each school that will be involved with the requested project must review and sign the proposal submitted to CSEF.

Application Deadlines - The two deadlines for grant applications in the 2016-2017 school year:

- **Fall Deadline October 21st 2016**
- **Spring Deadline March 3rd 2017**

Review and Selection Process – A selection committee of representatives from the foundation will review all applications. The attached rubric will be used to score applicants. Applications not completely filled out, will not be considered. Among the criteria considered in evaluating the proposals are:

- (a) Need of the program.
- (b) Reflects the purpose of the CSEF Grant Program.
- (c) Reflects the learning goals of the Clarence Central School District.
- (d) Potential number of students targeted.

Preparation of Application – If further information is needed in preparing your grant application, please contact Jenna DePasquale - Grant Coordinator at (716) 812-2303 or csefgrants@yahoo.com

Notification of Grant Recipients – Applicants will be notified by CSEF in November (Fall Deadline) and April (Spring Deadline) on the status of the grant request. The grants will be awarded at a meeting of the Board of Education following the approval date.

Final Grant Report – The final grant report must be complete by the end of the school year in which the grant was awarded. The recipient can choose to present the final report to the CSEF Board at a scheduled meeting or mail the report to: PO Box 37, Clarence, NY, 14031.



2016-2017 Grant Application

Personal/Professional Information

Primary Applicant – Main contact for grant

Grant Title: _____

Name of Primary Applicant: _____
First Middle Last

Name of School(s)/Location: _____

Position in School District: _____

School Phone #: _____ Applicant Cell Phone #: _____

Email: _____

Principal's Name: _____

Personal/Professional Information

Co-Applicant

Co-Applicant Name: _____
First Middle Last

Co-Applicant School(s)/Location: _____

Name of School(s)/Location: _____

Position in School District: _____

School Phone #: _____ Co-Applicant Cell Phone #: _____

Email: _____

Principal's Name: _____



2016-2017 Grant Application

Proposal Narrative

Attach a typed proposal to this application form. Your brief narrative should answer the following questions and should not exceed two pages.

Please include the following topics:

- (1) Background/Need – State why you are interested in conducting this project. You must justify the project by basing it on research, back by data and/or clear anecdotal information.
- (2) Goals/Objectives – Include goals and objectives of the project that directly relate to the identified need that can be measured.
- (3) Describe your project. Who will do what? Be sure to include: target population (grade level and number of students), length and type of activities and project timeline.
- (4) List project beneficiaries; describe specific benefits (outcomes) expected.
- (5) List budget costs and give description. If the grant involves the purchase of technology, please use www.bestbuy.com for pricing.

District Approval

Review proposal with your Building Principal to ensure alignment with district goals and specific school objectives.

By signing below, you confirm that the information provided in this application is accurate and that the project will be complete within the school year in which the award is received.

Applicant Signature

Date

Principal Signature

Date

Application must be postmarked by the deadlines.

- **Fall Deadline October 21st 2016**
- **Spring Deadline March 3rd 2017**

Please mail completed application to:

CSEF, Inc.
PO Box 37
Clarence, NY 14031

PO Box 37
Clarence, New York 14031
www.clarenceschoolfund.org