COMMUNITY FOUNDATION TO SUPPORT EDUCATION
PO Box 54
Cincinnatus, NY 13040

The mission of the Community Foundation to Support Education is to promote excellence in our community by providing additional educational opportunities for our students, such as enrichment activities, special programs and trips.

As successful fundraising activities continue, greater amounts may become available for grant distribution as determined by the Foundation. Grant requesters are also encouraged to seek other sources of funding.

What: In the past grants have been limited to $250.00, going forward the amount will be at the discretion of the foundation.

Who: Any educator or advisor in the Cincinnatus Central School District can submit a grant proposal.

How: Submit a completed application and five copies of the application to the Foundation address above. The teacher's signature as well as appropriate principal's signature must be included. Please be as concise as possible, but two additional sheets of paper may be attached.

Grant Funding/Selection Criteria

These are factors that may influence the grant approval and funding process.

How many students will benefit from the project?
How great is the need for this program? Is the proposal idea new to the District?
Is the proposal an original or creative way of approaching the goal?
Does this proposal require professional cooperation or collaborative efforts?
Is the proposal interdisciplinary?
Will the activities of this proposal be completed within one cycle of funding?
What evaluation mechanisms will be used?

Applications are accepted at all times. Spring Applications must be postmarked by January 9, 2025. **Fall Applications must be postmarked by August 7, 2025.** The Foundation Treasurer will make release of funds to the Business Administrator for disbursement to the vendor upon paperwork completion. Before the Business Administrator can accept the monies the Members of the School Board must accept the funds. This process can take some time and the grantee needs to check with the business office periodically on progress.

Please contact any CFSE member with questions or concerns

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Date:_____

Applicant name(s):_____   Email address:_____

Affiliation (grade):_____   Phone number: _____

Project Name:_____   Amount requested:_____

Project Description

Please provide up to two typewritten pages to answer the following questions.

1. **Statement of need:** (How many students will this affect? What grades? How will this project benefit students?)

2. **Goals of project**: (purpose to be achieved by project).

3. **Objectives:** (A specific measurable outcome of the project – defining what will be measured).

4. **Description of project:**

5. **Timetable:**

6. **Budget:** (Specific itemized list of costs/vendors. If there are other sources of funding, please indicate the source).

7. **Plan for evaluation of project:** (How will you determine if your project was successful? How will you measure your results? What, if anything, will you do with the results?)

Applicant's Signature:_____Date: _____

Supervising Principal's Signature:_____Date:_____

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The Community Foundation to Support Education members have developed the following list of questions to consider while completing the application. These are questions the foundation members ask themselves as they evaluate grant proposals. These ideas are provided to assist in developing proposals. Two important general considerations: Is the grant neat and answered completely? Is the grant well thought out?

1. **Statement of Need**
   a. How many students will be affected or how many grades?
   b. To what extent will this project benefit students and school?
   c. Does it show a need not met by regular school programs and curriculum?

2. **Goals**
   a. Are the goals attainable?
   b. Are the goals realistic?
   c. Are the goals clearly defined?
   d. Are the goals appropriate for the age or ability level of the students?

3. **Objectives**
   a. Are the objectives geared toward all participants?
   b. Are the objectives achievable within the budget?
   c. Can the objectives be measured? How will they be measured?

4. **Description**
   a. How complete is the description of the project?
   b. Does it include all the important components?
   c. Does it clearly explain what the project is all about?
   d. Is it concise and to the point?
   e. Will this be an on-going program?

5. **Timetable**
   a. Is the order of events appropriate?

6. **Budget**
   a. Is the budget realistic?
   b. Have additional resources been investigated? (Donations, collections, etc)
   c. Have additional funds been received?
   d. Are the monies to be used as start-up funds?
   e. Is the budget as specific as possible?

7. **Plan for Evaluation of Project**
   a. Are the types of evaluations to be used specific, diverse and complete?
   b. Is the evaluation information to be used for various reasons ie. Evaluate particular project, develop future activities, and/or improvement of project?
   c. Are there specific criteria to measure success/failure?
   d. Is it measurable? Are specific measuring devices in place from the beginning of the project?
   e. Is there a definitive plan for evaluation to show how the project's objectives and goals were met (or not met)?

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