



# CLARENCEVILLE EDUCATION FOUNDATION

Serving Clarenceville School District

## Classroom Enhancement Grants 2023-2024

### DEADLINE

**THE MONDAY BEFORE Next Scheduled Meeting by 5:00PM**

**Meetings are the 2<sup>nd</sup> Mondays in February, April, June, August, October & December**

Name of Applicant(s) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

School/Dept/Grade \_\_\_\_\_ Principal \_\_\_\_\_

Project name (please use a separate page for grant request description, purpose, etc.):

\_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Dates of Project \_\_\_\_\_ Number of Students impacted \_\_\_\_\_

Cost per student \$ \_\_\_\_\_ Have you received a CEF grant in the past? Yes / No (circle one)

Other funding sources? Yes/No (circle one) If yes, please attach explanation.

\_\_\_\_\_  
Signature of Applicant Date

**Principal Signoff/Approval**  
(Always Required)

I agree that all of the items included with this Grant Application are allowable in the Building/Classroom.

X

**Curriculum Director Signoff/Approval**  
(Only if Curriculum Based Grant)

I agree that all of the items included with this Grant Application are in line with the current curriculum and are not a renewable cost.

X

**CEF Board use only**

All of the items in this Grant have been approved as stated. CEF agrees to provide the full amount of the grant to the School District (CSD) prior to them ordering these items. CSD will keep a record to the actual cost of the items and will issue a refund (or prepare an overage invoice) annually at the end of each fiscal year.

\_\_\_\_\_  
Signature of CEF Chairperson

\_\_\_\_\_  
Signature of CEF Treasurer

\_\_\_\_\_  
Date Grant Approved

See attached for a complete list of guidelines. Your grant application must be complete to be considered. Be sure to include the following: application form, grant request write-up and a budget.

Please send your fully completed, signed and approved grant application via email to:

[paul.shepich@clarenceschools.org](mailto:paul.shepich@clarenceschools.org)

The Grant Committee of the Foundation will meet and make funding decisions after the appropriate grant deadline. Notification will take place within 30 days from the grant deadline.

You should receive an email within three days of submission, confirming the receipt of your grant application. If you do not receive confirmation, please call the CEF Office at 248-919-0250 and leave a message.

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**CSD Office use only**

\_\_\_ Funds Received from CEF      Date Received: \_\_\_\_\_

Person responsible for ordering items: \_\_\_ Building Principal \_\_\_ Cur. Dir. \_\_\_ Other: \_\_\_\_\_

Line Number assigned: \_\_\_\_\_

Date Ordered: \_\_\_\_\_      Date Received: \_\_\_\_\_

\_\_\_ Items Provided to Grant Recipient      Date Provided: \_\_\_\_\_

# Classroom Enhancement Grants

Thank you for your interest in a Clarenceville Education Foundation Classroom Teaching & Learning Enhancement Grant. CEF Grants were created with the specific purpose of funding projects that enhance the existing curriculum. In your grant request, please address the following:

1. Please explain your project including: purpose of the project, how the project will be implemented and how materials will be utilized.
2. How is this project consistent with the District curriculum?
3. How will you evaluate your project?
4. Include an itemized budget.
5. Include any research that supports the success of this type of project (paragraph format, do not just site websites) OR explain how the project is a creative approach to improving the implementation of district content standards.
6. Can this project be scaled up to include/impact more students? If yes, how?

The following are excluded from CEF teacher grant funding:

- Pilot programs
- Costs for transportation, field trips, parties or released time.

Unfortunately, CEF does not have the funds to approve every request. The Grant Committee works with the Asst. Superintendent of Learning Services, building principals, and the Superintendent to evaluate the grants. Please note we encourage new ideas from our teachers and typically will not award grants for projects that are duplicates of previously awarded grants.

CEF Grant applications are evaluated on the following:

- Innovative classroom & curriculum enhancements that will improve teaching & learning
- Grant request is understandable, thorough & complete
- Materials and ideas that can be shared among other classes (at the same school)
- Meets Effective Instructional criteria (pedagogy)
- Sustainability beyond one school year (permanent vs. consumable)
- Number of students served vs. cost
- Evaluation process is in place
- Budget is thorough and complete
- Research summary OR explanation of content standard connection

Expectations of Grant Recipients - If you receive a grant you will be expected to do one of the following:

- Present implementation and results at either a CEF or School Board Meeting
- Invite several CEF board members to your classroom when implementing the project
- Attend a CEF or School event and talk about your project

If you have any questions please contact Paul Shepich at [paul.shepich@clarencevilleschools.org](mailto:paul.shepich@clarencevilleschools.org).