

## COWETA EDUCATION FOUNDATION

### Application to Request Grant Funds

Please complete the following application. Your responses should be limited to no more than three typed pages excluding attachments (e.g., equipment descriptions) and detailed budget information. The grant request summary section should be completed in the space provided below. Margins should not be smaller than one inch and font size should not be smaller than 12 point. Please use a paper clip rather than a staple to bind your application. Once you have completed your application please take it to your principal who should complete the principal's application checklist. The Board encourages all applications that are consistent with district and site goals and objectives. The Foundation is a separate entity from Coweta Public Schools; therefore, the Foundation's board and its decisions are independent from the District and Administration.

Grant applications must be submitted in a sealed envelope to the Foundation via the Administration Building no later than September 15th for the 2021 - 2022 school year. The Foundation may extend the deadline in special circumstances if funding is available.

The Coweta Education Foundation Board carefully considers all grant applications; the Board's decisions are final. You may resubmit an application that was denied for future consideration.

Highest priority will be given to project requests that emphasize innovative teaching methods, increase students' educational attainment, expand existing curricula or help to acquire needed instructional equipment. Additionally, preference will be given to applications that demonstrate a benefit to a large number of students rather than a small group, projects that involve students in the planning or implementation process, and projects that involve the greater Coweta community.

**Regarding educational and academic software that require licensing** - the Foundation agrees these products are beneficial and worthwhile; however, due to the high costs typically associated with licensing, the Foundation will only fund those projects, if chosen, up to 50% of the total cost. Therefore, the educator applying for a license will need an additional source(s) of funding (PTO, Title I, etc). Those applications that can provide the additional source(s) of funding will be given higher priority during the selection process.

If your grant application is selected for funding you will be notified by the Board. Shortly thereafter a grant agreement must be signed and returned prior to distribution of funds.

**Grant Request Summary**

Date of application and school year for which you are applying:

Person(s) submitting application and grade level:

Total amount requested (please attach budget following grant request narrative):

Contact information (in the event that the Board has questions about your application):

Grant request description and purpose (do not exceed two sentences):

**Please respond to the following questions/items.**

1. Describe the project purpose. Be specific in how the project will help with instruction or educational attainment. What difference will the grant make to you and to your students?
2. What educational need will this project address? How will the information or equipment derived from this project be utilized in the classroom setting? How many students will benefit from the project?
3. What are the project's goals and objectives and how will the educational benefit be measured? What role, if any, will students or the greater community assume in the project's planning or implementation?
4. What additional sources of funding, if any, will be utilized to support the request? If you receive a partial request for funding will you still be able to participate? Provide a detailed budget (costs, materials, etc.).
5. When will you attend training or acquire equipment if your request is approved? When will you implement the project into the classroom? Will the project have perpetual benefit or is it a one-time event?
6. Please offer any additional information that you believe would be beneficial to the Foundation board in evaluating your application.

**Coweta Education Foundation**

**Principal's Application Checklist**

Site \_\_\_\_\_

Principal \_\_\_\_\_

\_\_\_\_\_ Application and request for funding is consistent with district and site goals and objectives.

\_\_\_\_\_

Principal's Signature

Date