

CPSF TEACHER IMPACT GRANTS Application Guidelines

1. **DEADLINES:**

May 25 - Grant applications are due on or before this date.

May 1 - Projects must be completed by this date.

May 15 - Grant recipients must submit a final, detailed evaluation report to the Foundation via email by this date. Failure to do so will automatically exclude the recipient from future grant cycles.

2. Grant requests from a minimum of \$250 up to a maximum of \$750 will be accepted. **Grant requests over \$750 will not be considered.**
3. Projects must directly involve students, demonstrate sound educational values, have clear, well-defined goals, and represent the applicant's original thoughts.
4. **Grants must be typed.** Well-written grants that demonstrate creativity, innovation, and hands-on learning will be given preference.
5. Grants may be used to purchase equipment or to provide field trip transportation per grant cycle if these are components of a larger "focus" project.
6. Any tangible items purchased become the property of the Conway Public School district.
7. Only one grant request may be submitted per teacher or team, with any given teacher's name appearing on only one grant per grant cycle. **No funds will be awarded for duplicate grants.**
8. The projected budget must include an itemized list of purchases by category. Example: you may list "classroom books" – you don't have to list each individual title.
9. Grants for technology (flash drives, external hard drives, flip cameras, digital cameras, etc.) are eligible for funding, again if these are components of a larger "focus" project. **All technology equipment including software must be pre-approved by Joel Dean** before submission to be sure the items are compatible with Conway's system.
10. Grant money may not be used to pay for substitute teachers.
11. To complete the application, first save the application to your computer and then complete the grant. If you have started

completing the grant and want to finish it later, be sure to save it. When finished, print the application and acquire the required signatures (principal's and, if indicated, Joel Dean's), and send to Peggy Town in the Superintendent's Office. Please identify as a CPSF Grant Application.