

2018-2019 Grant Application Information Funded by the Cornerstone Parent Teacher Group

Mission Statement:

Parents working with teachers to provide support in their delivery of a quality educational program to all students.

Grant Priorities:

1. Speakers/Programs/Projects/Field Trips that enrich and enhance the presentation of curriculum material.
2. Reusable classroom materials that enrich and enhance the presentation of curriculum material (Books, globes, models, reference materials, software, CDs, etc...).
3. Equipment that allows teachers to present curriculum material in innovative and creative ways (Audio/visual equipment, computer hardware, etc...).

Overview and Update:

- We expect to have **\$5,000** to support teacher grants this year! So, please submit your ideas, as we are very excited to start the program.
- There are three grant deadlines per academic year: September 28th, January 11th, and March 22nd. **It is a good idea to get your grants in early, even if they are for programs or projects that occur later in the school year!**
- Teachers are responsible for using the attached form to complete their proposal and submit by 4:00pm on the deadline. Applications submitted after the due date and time will be considered under the next deadline. The CPTG will post Grant Applications to the CPTG website (cptg.weebly.com) for review by Cornerstone families. Grants will be voted on during the next CPTG General Meeting (October 8th, January 22nd, and March 16th) Award notices will be delivered to teachers' mailboxes within two (2) business days of the decision. The CPTG will include a short feedback form with the funding decision.
- Grant awards must be spent in the same school year they are awarded.

Please note the following when applying:

- Grant applications must be submitted using the 2018-2019 application form. No other format will be accepted.
- Mr. McCalla must sign all grant applications.
- There is no minimum or maximum requirement for the number of students who will be affected by a grant request. The CPTG will look at the number of students affected only to determine the cost per student.
- Attach any brochures, catalogs or other materials that help to explain your grant request.
- **Submit one copy by email to Craig McCalla and one hard copy to the office by the deadline.**

**If you have any questions, please contact CPTG Director:
Sarah Hunt, sarahjean325@gmail.com**

2018-2019 CORNERSTONE GRANT APPLICATION
Funded by the CORNERSTONE PARENT TEACHER GROUP

Project Title:

Applicant's Name & Title:

Applicant's Email:

Applicant's Daytime Phone: _____

Applicant's Evening Phone: _____

X _____ **Date:** _____

Signature of applicant – indicates that the Mission Statement and Grant Committee priorities have been read and understood.

X _____ **Date:** _____

Signature of principal – indicates that the grant has been read, and that you believe it to be in line with the Mission Statement and Grant Committee priorities.

Amount of Request:

Grade(s) of Students Affected:

Number of Students Affected:

2018-2019 CORNERSTONE GRANT APPLICATION

Please answer the following questions. Be specific, brief and to the point.

Answer them individually and number them as they are numbered below.

1. What is your proposal for

- a. Objective
- b. Method of implementation/presentation
- c. Other information that you think will help the committee understand your proposal

2. Type of proposal

- a. Is this a new or returning (i.e. funded in prior years) project/request? Please explain whether this project has been funded in the past, and if so, when and by whom.
- b. If returning, explain a little bit about how the project was implemented and its results in prior years.
- c. If new, please go onto #3.

3. Explain how your proposal benefits the students

4. Explain how your proposal fits the curriculum guidelines

5. Detail your budget request

- a. Include specific information such as kinds of materials and equipment needed, sources of supplies, shipping, handling, labor and installation costs (Check the tax-exempt status)
- b. Attach any necessary supporting documents
- c. Payment will be made for approved amounts only

6. Additional information

- a. Why are you seeking outside funding for this proposal? Will you be seeking funding from any other sources?
- b. Can the materials be used again in the future and/or shared with other teachers?
- c. Would you expect there to be an annual need in the future?
- d. Are there similar materials currently available? If so, why do they need to be supplemented or replaced?
- e. Is there a deadline for ordering or booking? When would these supplies be needed or when would the presentation/project be scheduled?
- f. Additional information/comments

**Deliver original signed application to the Cornerstone Office in care of:
Sarah Hunt – CPTG Director**

Questions? Contact Sarah Hunt, sarahjean325@gmail.com