



CBCEF Innovative Learning Grants

CB Cares Educational Foundation (CBCEF) is pleased to provide funding to teachers and staff of the Central Bucks School District through the Innovative Learning Grants Program. The Foundation Board will award grants for projects that enhance and enrich the district's curriculum and public education.

What is an Innovative Learning Grant? CBCEF resources are distributed to support programs for the **direct** benefit of the students in the Central Bucks School District.

Grant projects may be limited to a single classroom, involve several grade levels or departments, or they may be school/district wide.

Grants are made possible by generous support from:

**Fred Beans Auto Dealerships
Hatboro Savings
Uninvest**

**Fulton Bank
Centric Bank
Weis Markets**

Grant Guidelines

Funding

The total funding for grants for 2017-2018 will be approximately \$25,000. There will be two grant cycles. Funds may be used in the school year they are awarded or earmarked for the following school year. Grant awards will be up to \$1000 based on a competitive process.

CBCEF is an approved Educational Improvement Organization under Pennsylvania's Educational Improvement Tax Credit (EITC). CBCEF receives donations from area businesses that in turn receive tax credits for their donations. Projects and programs supported with EITC funds are restricted to state-approved categories and must be innovative in nature.

Reporting

CBCEF must be made aware of any changes to the project or timeline. CBCEF requires a report at the end of the project which includes receipts. **A grant report must be completed and accepted before your school will be considered for another grant.**

Who may apply?

All CBSD professional personnel are eligible to apply for grants. Applicants may be principals, administrators, individual staff members or a team of staff members.

Grant Cycle Timeline: (1)

1. **October 20, 2017** – Deadline for submitting grant application.
October – Approved grants and awards to be announced at School Board Meeting.
2. **January 31, 2018** – Deadline for submitting second grant cycle application.
February – Approved grants and awards to be announced at School Board Meeting.



Late applications will not be accepted. Questions may be asked of the grant committee at vlacoff@cb-cares.org. Provide phone number and best times to be reached.

All materials and equipment awarded through the grant process becomes the property of the Central Bucks School District.

Innovative Learning Grants – Projects must enhance specific curriculum in one of these areas while incorporating the 40 Assets.

- **C - Citizenship and Student Leadership** – Projects under this category help students understand their roles and responsibilities as active members in all the communities of which they are members – school, home and neighborhood. Through community and school-based projects, students will develop skills, empathy and critical thinking that makes one an engaged citizen in a society that works for everyone. They will develop the capacity to learn in collaboration with other students, adults and community and will demonstrate new insights and explanations of their role as global citizens. Funded projects will help students cultivate a sense of community and social responsibility while they advocate for their own learning and the rights of others. Finally, projects will help students understand and develop competencies of leadership in a variety of contexts especially those related to 21st century skills.
- **A – Arts/Music** - Projects that motivate and energize by fostering creativity and have an impact on students and/or others. Projects apply to specific classroom lessons and focus on the discovery aspect of learning. Creative activity can be in a variety of forms such as: music, drama, art, and writing. Funds can be used for guest performances/visiting artists.
- **R – Resiliency/Relationships** – Projects that promote positive youth development by helping students understand the specific classroom lessons related to such topics as: bullying, sexting, restorative justice, global awareness, social and cultural competence.
- **E - Environmental Education and Environmental Staff Development** – Projects that allow students and/or staff to participate in inquiry-based, hands-on, environmental education programs. Projects can include workshops and guest speakers to work with the staff to augment their skills and knowledge in teaching environmental education and enable teachers to remain current with new information and technology.
- **S – Science/Math/Reading**– Projects that allow for innovative, hands-on educational experiences and student-driven problem solving in math and science conducted in the classroom and in the field. Staff and students may work on projects that promote financial literacy and reading for pleasure. (Asset #25)

Submitting the Application & Application Requirement:

The following is **required** as part of a complete grant application. There is a grant application checklist within the grant form to serve as a reminder of these requirements.

1. Grant applications are to be **emailed** to vlacoff@cb-cares.org. **Subject line: ILG application.** The completed application must be submitted no later than 5:00 pm on October 20, 2017 or January 31, 2018. Neither application nor application materials will be accepted after that time. **No extensions beyond the deadline will be granted.**
2. **Project Title must be at the top of each page.** Grant is to be submitted in same page order..
3. The building principal must approve the grant application via date/signature.
4. For grant proposals including outside presenters or personnel, resumes and/or organizational information about the presenters are required and must accompany the grant application as a PDF file. No hard copies will be accepted.
5. **Grants will not support the following:**
 - Fundraising events of any kind
 - Equipment that CBSD supplies.
 - Projects with other non-profits.
 - Projects over awarded amount unless multi-school collaboration.

Review Criteria:

The grant process is competitive and not all grants submitted will be funded. Applicants are reminded to provide a thorough narrative that clearly describes their project and answer all questions. Incomplete grant narratives, no matter how worthy the project, will not be funded. The grant narrative cannot exceed 2 pages. Additional pages will not be read. You must use the narrative question numbers to organize your response.

In evaluating the applications, the grants panel will consider the following criteria:

1. **Narrative**– is the project clearly described? Does the applicant explain how the project relates to the funding category? Is there a sequential listing of activities with dates and timeframe listed where appropriate? Are the 40 Assets included in the description?
2. **Student Learning Outcomes** – Does the application concisely explain specific student learning outcomes that are based on specific needs? Does the language used in the outcomes contain phrases such as “the student will...”? Are methods for evaluating student learning outcomes described?
3. **Curriculum Based** – Is the project innovative and enriching? Does the application specify how this project uses an innovative and enriching approach to teaching and learning or after school approved activity? What is the relationship of the project to the CBSD curriculum?
4. **Long Term Impact** – Does the application describe follow-up activities for the students, teachers and/or staff?
5. **Completeness of Application** – Is all required documentation submitted?

Supporting documentation must also accompany the application and must come as a PDF file.

Can grants be used for travel?

Travel expenses incurred by students and escorting teachers for day trips to conferences, workshops, competitions, etc. are eligible for funding if the school district does not supply.

According to EITC guidelines, expenses for teachers traveling for professional development can only be considered under the Environmental Educational category. Overnight travel expenses are not eligible for grant funding.

What additional information should accompany the application?

Projects that require outside presenters or personnel must include resumes and/or organizational information about the presenters.

Projects that require equipment purchases (items over \$500) must include a brief description of the equipment as well as supporting documents (page from catalogues, etc) and why its not supported by CBSD.

Why is the principals’ signature required in the grant application?

The principal signature is an assurance that supporting and sustaining resources will be available for the project and that poses no conflict with the school’s established curriculum. A principal can often be a great help in making a teacher’s application more cost effective, since portions of the required resources may already be available through the school district’s general fund or through other organizations such as the HSA’s.

Anonymous Review – To ensure anonymity and objectivity in the review process, teachers should not include their name or the name of their school except on the first page of the application form. The first page will be removed prior to distribution to the review panel.

Reporting and Award Requirements

State Reporting – Under EITC guidelines, CBCEF must provide end-of-year reports substantiating that the projects met the approved categories for funding.

Grantees are required to submit final reports that will be used in CBCEF’s end-of-year-report. CBCEF will contact recipients and provide report forms. Reports are to be submitted in a timely manner.

All grant recipients will be asked to provide a calendar of implementation and to be available to showcase grants throughout the year in various formats including district professional development.

Funded applicants must identify and display CB Cares Educational Foundation as the funding source for this project. Display CBCEF logo where applicable.





**CB Cares Educational Foundation Innovative Learning Grants
2017-2018 Application
Grant Cycle (2) Deadline January 31, 2018**

Definition: in•no•va•tive- new and creative, especially in the way that something is done.

Synonyms: groundbreaking; pioneering, state-of-the-art, inventive, original

CBCEF will be funding Innovative Learning Grants in the CB School District. Please note that this is a competitive grant process and not all submitted grant applications will be funded. Applications must be complete with all questions concisely answered and all supporting documentation attached. **Please read the grant guidelines before completing this application. Project Title must be at the top of each page.**

Funded applicants must identify and display CB Cares Educational Foundation as the funding source for this project. Logo will be provided.

Project Title: _____

Name of Grant Writer(s): _____

Grant Writer(s) Contact Information - Email: _____

Daytime Phone: _____

School(s): _____

Amount Requested: \$ _____

Applicant Signature **Date**

Applicant Signature

Principal's Signature **Date**

CB Cares EF does not fund the following:

- Furniture
- Programs that have started prior to grant submission
- Fundraisers/Parties
- Equipment that CBSD supplies.
- Projects with other non-profits.
- Projects over awarded amount unless multi-school collaboration.



Project Title: _____

A. Project Summary: Provide a 50 words or less description. **This description will be used in all grant program publications.** _____

B. Number of Students to be served: _____ **Grade level(s):** _____

C. Grant Category & Funding:

1. Amount requested:

2. Grant must fit at least one of categories below:

- i. Citizenship and Student Leadership
- ii. Arts/Music
- iii. Resiliency/Relationships
- iv. Environmental Education and Environmental Staff Development
- v. Science/Math/Reading

3. Funds to be used in 2017/2018

- Fall/Winter Spring

Timeline: _____

4. Funds must be spent by June 1, 2018. Reports due when project is completed and no later than June 10, 2018.

Applicants are reminded to provide a thorough narrative that clearly describes their project and answers all questions. Incomplete grant narratives, no matter how worthy the project, will not be funded.

Project Title: _____

D. Project Narrative – page #1 (you must use narrative question numbers to organize your response. Do not exceed two pages. Additional pages will not be reviewed.)

1. Briefly describe your project. State clearly how the project relates to the funding category you have chosen and which of the 40 Assets apply. Provide a sequential list of activities, including dates or timeframe where possible. _____

2. What are the expected student learning outcomes of your project? _____

Project Title: _____

3. Specify how this project is an **innovative** and enriching approach to teaching and learning. What is the relationship of your project to the CBSD curriculum and standards that best fit your project?

4. What are the follow-up activities for students, teachers and/or staff?

Project Title: _____

5. Describe all technology and equipment (nonexpendable items over \$500) requested for this project. How is the equipment essential to the student outcomes and goals for your project?

Project Title: _____

E. Project Budget of expenses by category. The maximum grant award is dependent on the number of high-ranking grant applications received. Grants will range up to \$1000 based on competitive process.

1. **Material & Supplies** – All expendable or consumable items
2. **Professional Development/Presenter Expenses** – All fees and travel expenses related to bringing in outside professionals/presenters. Explanation and description of outside presenter/personnel contributions to the project are in the narrative.
3. **Technology/Equipment** – Explanation and description of equipment/technology must be included in the narrative. Supporting documentation must be attached to this application in a PDF file. Funding for special technology or equipment is only applicable when clearly an integral part of innovative grant program proposal.
4. **Travel** – All student, teacher/staff related travel costs
5. Other expenses
6. Other funding sources for project.

Project Budget: - List all expenses for your project. (Funds to be spent by June 1, 2018)
(Include estimates from vendor)

Expenses Category	Description	Amount
Material & Supplies		
Professional Development/Presenter Expenses		
Travel		
Equipment (items over \$500)		
Other expenses		
Total Grant Requested:		

Other Funding Sources for this project:

Source	Amount Committed	Secured

Application Checklist

The following are required as part of the grant application.

- All supporting material in PDF format.
- Incomplete applications, no matter how worthy, will be rejected. There will be no follow-up requests for additional information from CBCEF.
- Timeline of grant. Projected start and finish dates.
- Principal approval and signature are included.
- For outside presenters or personnel, resumes and/or organizational information about the presenters are included as a PDF file.

Reporting

CBCEF requires a report at the end of the project. Please include receipts. **A grant report must be completed and accepted before your school will be considered for another grant.**

Timeline

If funds are not spent by end of school year or a change in your project occurs, CBCEF must be notified.

Funded applicants must identify and display CB Cares Educational Foundation as the funding source for the project. (CBCEF logo will be provided).

Send completed application to CB Cares at vlacoff@cb-cares.org with **ILG Application as the subject.**

