



**CB Cares Educational Foundation Innovative Learning Grants  
2018-19 Grant Cycle (2) Deadline – January 31, 2019**

**Definition:** innovative- 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**                      **Date**

\_\_\_\_\_  
**Principal’s Signature**                      **Date**

**Please read the grant guidelines before completing this application.**

**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 exceeding 1k unless multi-school /grade 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 2018-19

- Fall/Winter       Spring

Timeline: \_\_\_\_\_

4. Funds must be spent by June 1, 2019. Close out reports are due when project is completed or no later than June 10, 2019.

**Please note this is a competitive grant process and not all grants submitted will be funded. Applicants are reminded to provide a thorough narrative that clearly describes their project and answers all questions. Incomplete grant narratives may impact awarding of some or all funding**

**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? \_\_\_\_\_
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? \_\_\_\_\_
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? \_\_\_\_\_

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**Project Title:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**E. Project Budget of expenses by category. The maximum grant award is dependent on the number of high-ranking grant applications received and if it is a multi-recipient grade/school request. 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** – All non-expendable items that exceed a cost of \$500 per item. 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, 2019)  
**(Estimates from vendor)**

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

**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. No hard copy material will be accepted.
- Incomplete applications may limit or prohibit consideration by the grant committee.
- Timeline of grant.
- 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 source receipts and source. 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, Please contact CBCEF immediately.

- All ILG recipients should recognize CB Cares EF as your educational partner & funding source for the grant related materials, equipment, displays and communications . PLEASE include CB Cares EF logo where applicable. Logo to be provided
- Notify CB Cares EF when your grant project will be executed for photo ops/social media and/or press releases.



@CBCaresEF



@CBCaresEducationalFoundation

**Send completed application** to CB Cares at [Kcambra@cb-cares.org](mailto:Kcambra@cb-cares.org) with **ILG application** in the subject line.

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