



Chelsea Education Foundation (CEF) Grant Application Guidelines 2019-20

PLEASE NOTE—NEW THIS YEAR

Please note that all applications must include the Principal's Authorization Form included at the end of the Grant Application. Only applications that include this form, signed by the principal, will be considered eligible for funding. CEF recommends that you inform your principal as soon as possible of your application so that the approval process can be completed before the grant deadline. Please note that the signed Principal's Authorization Form will need to be scanned and included as a part of the electronic application document submitted to CEF.

Qualifications for Grant Applicants

Applicants for CEF grants must meet the following criteria:

The application must be submitted by a current employee of the Chelsea School District. All funds will go to the Chelsea School District.

The grant must be made for the benefit of current students of the Chelsea School District to enhance the academic, social, and emotional development of current students.

The applicant must not be a current member of the Grants Committee.

If the applicant received a CEF Grant in a previous year, they must have submitted a Grant Performance Review associated with the previous year's award prior to the current year Grant application deadline. Failure to submit a Grant Performance Review for a previous award prior to the close of the current year application window will disqualify an applicant from receiving a Grant in the current cycle.

Criteria for Assessing Grant Applications

Applications should include as much detail as possible to assist the Grant Committee in evaluating your program/project.

The CEF grants committee will consider the following criteria as part of the overall scoring procedure:

LEARNING OBJECTIVES: Are the learning objectives clearly stated? Does the proposal align with the current goals and/or curriculum of your school and the Chelsea School District? Is there a strong justification for the ability of the grant proposal to achieve its stated objectives?

IMPACT AND INNOVATION: Does the proposal have the ability to affect a wide range of students and/or have the ability to substantially influence the educational experience of the participating students? Does the proposal contain innovative approaches for education?

FEASIBILITY: Is the financial request justified, and will it cover the expenses of the proposal? Are the applicant and/or the applicant's organization qualified to accomplish the aims of the grant? Does your requested budget cover all expenses?

Items Not Funded

Although every grant is reviewed based on the benefits and opportunities it will provide our students, there are several items that will not be funded by the CEF:

- Core curriculum staff salaries
- Core curriculum textbooks or supplies
- District provided supplies, technology, and equipment
- Structural repairs or improvements to buildings covered by bond funding

Performance Review

The CEF Grant Program requires all grant recipients to complete and return a Grant Performance Review upon completion of any funded program or project. Performance Reviews are used by CEF to document the funds expended for grants each year and help budget the funds that will be available for grants the following year. If you are successful in obtaining a grant, the performance review will be included with the acceptance letter. We strongly suggest you use the form to track your program/project expenses throughout the year.

Information about the CEF Grant Program can be found at:
chelseaeducationfoundation.org/grants.