



Engage Canastota Education Foundation (ECEF) awards grants for innovative projects that encourage creative teaching methods. The purpose of ECEF's grant program is to enrich student learning and enhance instructional programming in our schools. Grants may be awarded for experiential learning and/or expanding students' understanding of the curriculum.

When submitting a grant application for consideration, your project should meet at least one of the following ECEF criteria:

- Provides an opportunity for enrichment that can't be funded under the school budget
- Offers the possibility of continued impact for more than one year
- Offers opportunities for application to other curricula and by other educators
- Demonstrates innovative approaches or methodologies
- Anticipates, encourages, or reflects the expanded use of technology
- Impacts as many students as possible
- Encourages partnership with other funding sources
- Is consistent with CCSD curriculum and NY State standards
- Serves as an effective pilot for possible future programs

ECEF **cannot** approve funding for:

- Faculty/staff salaries or benefits
- Support of sports teams or equipment
- Capital improvements
- Building and grounds operations and maintenance
- Ongoing transportation expenses
- Routine purchases of equipment and supplies
- Administrative and clerical support

APPLICATION INSTRUCTIONS

Please complete all questions in the application that apply to your grant proposal in as much detail as possible. Add additional sheets as necessary.

1. Each application must include a budget showing item descriptions, vendors/sources and pricing. If you are getting discounts or outside funding, please specify.
2. If the application is for a team effort, please designate one contact person. Communication regarding the grant will go through that person, who should pass along pertinent information to the rest of the team.
3. If your application is technology related (computers, tablets, software or other hardware), it must be pre-approved by the District's IT personnel. The Grant Committee will return any application that hasn't been pre-approved.
4. All applications must initially be submitted to the Principal in your building for review. The Principal will forward applications to the Grant Committee for consideration.
5. ECEF also asks that you contact the Principal in your building prior to submitting a grant to verify whether allowable Arts In Education funding is available.
6. Grants will be reviewed by ECEF's Grant Committee.
7. Teachers and staff who receive grants should acknowledge receipt of grant funds in any newsletters or communications sent home and should recognize ECEF in any completed work, publications, press releases, or presentations.
8. Grant recipients will be asked to provide documentation to ECEF, such as photos, samples of student work or display boards that represent your project. ECEF also requests electronic links to photos or videos of your project for use at promotional events or in ECEF communications.
9. An evaluation form must be submitted to ECEF within 30 days of completion of your project. Please include copies of any receipts and purchase orders for project services or materials. Evaluations will be shared with your Principal and the Superintendent.

Grant Application

1. Name and Position of Applicant: (if a team, list ONE contact person):
2. Applicant's email:
3. School Name/Grade Level(s):
4. Principal's Name:
5. Principal's email:
6. Project Title and Brief Summary
7. Participating Teachers/Staff Members:
8. How many students will be involved, and what grade levels?
9. How does your project enhance students' educational experience? For example, what would students gain from this project that they otherwise wouldn't experience through the regular classroom curriculum? Or, what kinds of real life experiences will students have as a result of your project? Or, how does your project connect students to each other or the community (how is collaboration fostered through your project)?

10. What ECEF criterion/criteria listed on page 1 of this packet does your project meet?

11. Does your project connect to curricular goals in your subject area and, if so, how?

12. If your project has potential long-term impact, please describe:

13. If applicable, how are fine arts enhanced through your project and what connection to the art and music curriculum will be developed through your project?

14. If applicable, how will the use of the requested technology tools enhance learning or guide students toward technological advancements in your field of study?

15. What is the anticipated timeline for your project? Please include dates of start and anticipated completion.

16. If applicable, please provide any additional information and/or links (URLs) that may help the Committee evaluate your application:

Budget Worksheet

Item or Service	Vendor	Price

Subtotal: \$ _____

**Describe and deduct any outside
funding or discounts:**

— (\$ _____)

**Total Amount Requested (after
Deducting outside funding and discounts):** \$_____

Make check payable to: _____

**UPON COMPLETION OF YOUR APPLICATION, PLEASE TURN IT IN
TO YOUR BUILDING PRINCIPAL, WHO WILL FORWARD
IT TO THE ECEF GRANT COMMITTEE.**

Building Principal's Signature

Date

Signature for District Office Approval

Date

Signature for Arts in Education Approval (as appropriate)

Date

APPLICATION APPROVED:

Grant Committee Chair

Date