



Collierville Education Foundation

SMALL GRANT APPLICATION 2015 GUIDELINES FOR APPLICATION PREPARATION

Dear Collierville Teacher:

We are fortunate in Collierville to have wonderful schools with top-ranked teachers. We also realize that there are times when you find out about special programs, projects, and materials that would be a great asset to your students but are not funded through traditional means.

The Collierville Education Foundation is a non-profit organization committed to enhancing education in Collierville's public schools. We are currently accepting applications from Collierville Public School teachers for educational grants to be awarded in the 2015-2016 school year. All complete grant applications are reviewed and scored on their own merits, in accordance with the following guidelines:

1. Some items will not be considered for funding alone or as part of a grant. These items include but are not limited to: warranties, maintenance, installation, batteries, office supply items, shipping, field trips and taxes.
2. **Special, APEX, Resource, Speech, Occupational Therapy, Honors, or AP High School** needs are important to CEF. Please do not hesitate to submit an application, even if it benefits a limited number of students.
3. Other than the last entries starting with your name, at no time refer to your school, your grade level or school mascot in the project name or body of your application. **Failure to comply will result in your application not being considered**
4. Items purchased with CEF grant funds are the property of the public school in which they are awarded.
5. Funds received are **NOT** a donation. Grants are carefully reviewed and approved by our Grant Committee. **Any funds received MUST be used solely for exactly what is detailed in the grant request.** Any funds not used for the specific grant approved **MUST** be returned to CEF along with the completed **Funds Report, Itemization Report and receipts/invoices by 10 a.m., January 4, 2016.**
6. Review your checklist before submitting this application.
7. The scoring criteria for grants are **Originality, Sharing between Classes, Creativity, and Number of Students Impacted.**
8. **Submittal deadline is 10 a.m., September 25, 2015.**

We once again have a specific grant award this year thanks to the support of United Technologies:

* Carrier Grant for Math and Science

Please be specific in your request, providing as much detail and information as possible. If you have any questions, please contact me. I will forward your concern to the CEF Board member assigned to assist your school.

Jeff Elsworth
Grant Committee Chair
901-861-1350.

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Checklist for Grant Process

Grant Submittal – Grants must be ready for pick-up from the school principal by 10 a.m., September 25, 2015. Complete and submit information to the principal in a timely manner to allow for review.

- ☐ Complete grant application.
- ☐ Complete itemization of grant funds requested.
- ☐ Make copy for records.
- ☐ Turn in completed application and itemization of grant funds request to principal for signature.

Award Process - Grant certificates will be awarded on or around October 30, 2015. Once you receive the certificate you will have until 10 a.m., November 13, 2015, to submit your P.O.

- ☐ Request P.O. for grant items.
- ☐ P.O. should notate the grant number provided by CEF on the award certificate.
- ☐ P.O. must be received by 10 a.m., November 13, 2015. Submit P.O. to:
Collierville Education Foundation
454 Halle Park Drive
Collierville, TN 38017

OR – Leave in the office for your CEF Representative to pick up by the deadline notated above.

Failure to provide a P.O. by the allotted time will relinquish all claims to any grant funds.

Post-Award Process – Final documentation and funds not used as specified due by 10 a.m., January 4, 2016.

- ☐ Complete Grant Recipient Use of Funds Report
- ☐ Complete itemization of grant funds used.
- ☐ Attach invoices, receipts, and any other financial documentation as proof of expenditure.
- ☐ Any funds not used as specified in the guidelines are to be return to CEF.
- ☐ Final documentation and funds not utilized as specified in the grant guidelines are to be submitted to CEF by 10 a.m., January 4, 2016. Return documentation should be sent to:
Collierville Education Foundation
454 Halle Park Drive
Collierville, TN 38017

Collierville Education Foundation
2015 Small Grant Application
Submittal Deadline: September 1, 2015

Grant # _____

Project Name: _____ Total Project Cost: _____

Students impacted: _____ Can it be shared? _____ Reusable? _____ Estimate how long: _____

Can this be partially funded? _____ Have you applied elsewhere for funding? _____ If so, where? _____

School Wide Emphasis (limit to 500 characters):

Project description in your own words (limit to 1000 characters). "SEE ATTACHED" is not acceptable.

Materials Requested (limit to 1000 characters). Itemization of funds requested with company website must be attached.

Your Name(s):

School:

School Phone:

Grade:

Subject:

Email:

Signature of Applicant

Date

Grant Deadline: September 1, 2015

Signature of Principal*

Date

Return to: Collierville Education Foundation
485 Halle Park Dr., Collierville, TN 38017
MARK as "Grant Application"

**Applications received without principal signature will not be considered.*



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Itemization of Teacher Grant Request

School Name: _____

Teacher Name: _____

Grant Request Name: _____

Name and website of company(s) items will be purchased from. Copy and use additional forms if necessary.

Company:	Website:
Company:	Website:
Company:	Website:
Company:	Website:

Qty	Item #	Description	Unit Price	Line Total

Retain a copy of all grant information for your records.
Use this form with the grant submittal AND for return documentation.
All invoices/receipts must be attached to return documentation.

Subtotal
\$ Discount (if any)
Total
