

Application # \_\_\_\_\_  
(For EFCRP use only)

## Cover Sheet

To Apply,

Please email the Grant Application with the cover sheet to April Nelson at April\_Nelson@crpusd.org by the **deadline date of 4pm Friday April 7, 2017**. Please send the Approved Cover page with your Principal/Superintendent's Signature and Grant Application in two attachments.

PLEASE LIST PRIMARY CONTACT FIRST – TYPE OR PRINT CLEARLY

Individual or Team Name: \_\_\_\_\_

Position/Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

School Phone \_\_\_\_\_

Project Title \_\_\_\_\_

Number of students/grade level served by this project: \_\_\_\_\_

Grant Amount requested: \_\_\_\_\_

- Check here if this is your first Grant Application to the EFCRP
- Check here if this grant is intended for single classroom use and will follow the teacher
- Check here if this grant is intended for multiple classroom/school use and will remain at the school site.

For administrative approval:

\_\_\_\_\_ I have read the attached grant.

This grant meets the criteria for grants supported by the Education Foundation of Cotati Rohnert Park.

Signature of Principal or District Superintendent:

X \_\_\_\_\_

**ONLY THE PROJECT NAME SHOULD APPEAR  
ON YOUR GRANT REQUEST**

## **Grant Program General Grant Information**

The Board of Directors of the Education Foundation of Cotati & Rohnert Park is pleased to announce its Grant Program for projects operating during the current school year. The EFCRP reviews proposals received each year in blind sessions. Recipients of grants are requested to submit an evaluation of implementation and effectiveness of the grant by April 1 each year. Allocated funds, which are not spent for actual budgeted items by January 1 of the following year, will revert back to the Foundation.

Who may apply?

- Teachers/groups of teachers (including Special Education)
- Administrators/specialists
- Classified personnel
- Students/parents with teacher sponsorship

When to Apply:

- Grants due to principal/supervisor for review by the principal or other Administrator on the first Monday of the week prior to the due date
- The completed application is **due to April\_Nelson@crpusd.org** on the Friday of the same week.

**Please note: One grant per teacher in the area of Technology.**

**Grants funded are for supplemental materials to enhance the educational curriculum.**

General areas that the Grant Program **does not** fund:

- Salaries
- Teacher release time (or Professional Development)
- Extracurricular time spent developing the program
- Basic supplies
- Consumables / one time use items (i.e., food, paper, paint, etc.)
- Programs funded by the District, the State or the Federal Government

**The site principal or superintendent must sign all grant applications.**

All grant recipients are required to **submit a final evaluation**, which should include:

- A written evaluation (see Grant Application Guidelines, next page)
- Due before April 1, 2018
- A sample of printed or other materials resulting from the project (e.g.; pictures)
- Submit evaluations to the Education Foundation of CRP, PO Box 2736, Rohnert Park, CA 94928.

# Grant Application Guidelines

Grant proposals should include all of the following, in the order presented below:

**A. Cover Sheet (see above)**

**Filled out completely**

**B. Introduction** Statement of purpose/goals. .

Proposal abstract

Briefly describe proposed program and how it will benefit students

**C. Outcomes**

- Identify Common Core Standards within your content area that this grant would support. (English Language Arts, Sciences, History, Math, Technology, the Arts)
- Describe essential learning that students will be able to acquire with this grant.
- Highlight at least three separate activities that would utilize the grant materials.

**D. Participants**

Number of students, teachers, administrators and / or others who will participate in or benefit from this grant.

**E. Evaluation**

How will you know if your outcomes have been met?  
What are the criteria for successful implementation?

**F. Budget**

- Provide a breakdown of project expenses in categories such as equipment, materials, supplies, etc.
- Include tax and at least 15% for shipping.
- Please indicate if partial funding is a possibility and give appropriate breakdowns.

**Note: Please restrict your proposal to no more than two (2) pages.**

**Your name and the school name should only appear on the attached cover sheet. Do not include your name in the body of the grant request itself. This is important! Failure to do so will result in Disqualification of the application.**

Only the project name should appear on the grant request.

For further information, contact April Nelson at [April.Nelson@crpusd.org](mailto:April.Nelson@crpusd.org) or the EF Vice President, Cherie Chipman at [Cherie.Chipman@exchangebank.com](mailto:Cherie.Chipman@exchangebank.com)