

# CIRCLEVILLE CITY SCHOOL FOUNDATION MINI GRANT APPLICATION

## GUIDELINES:

- Foundation awards are intended to provide seed money for **new** innovative projects.
- Mini Grants are awarded in amounts up to \$1,000. Requests for larger projects should be directed to the foundation's Educational Projects and Grants Committee.
- Funds must be used within the school year the grant is awarded.
- The application must be co-signed by the applicant's principal.
- The application must include an estimated budget indicating how the money will be spent
- Recipient will send a final report on the outcome of the funded projects to the committee within a week of the end of the school year. This report must include pictures/documentation of expenditures.
- Mini-grants will be awarded the week following the CCSF monthly board meeting (1<sup>st</sup> Thursday of the month) at which it is approved.

## Staff Member responsible for grant proposal:

Name:

School:

Staff Position:

E-mail:

## PROJECT DESCRIPTION

### 1. Project Overview:

*The project will seek to*

2. Project Budget: Include list of any equipment/supplies to be purchased with grant money:

3. How many students will be impacted by project? How will you evaluate the effectiveness of this project?

4. How will this project match Circleville City School District goals?

# Circleville City School Foundation Evaluation Form

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In an effort to be faithful stewards of the money donated to the foundation, the Scholarship and Grants Committee requires a written report from any teacher who receives a grant. The report is to provide sufficient information to show the grant money was used for the stated purposes. Please include photographs along with a brief evaluation of the program and a financial statement showing how the funds were used. This report will be due the last full week of classes of the school year in which the grant is awarded.

Another aspect requiring the recipient's agreement is in the area of publicity. After you have implemented the new program, the committee will want to inform the community about your program. It is hoped that such publicity will help further the goals of the foundation and provide support for your work.

Disbursement of the grant money is contingent upon the grantee agreeing to fulfill these requirements and returning this form with their application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of project

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

## Principal and Superintendent's Support:

We have read this proposal and will support its implementation. This project is compatible with Circleville City School District policies but cannot be fully funded through our building budget.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit completed application to Circleville City School Foundation c/o  
Evan Debo, Communications Director  
388 Clark Drive  
Circleville, OH 43113**

