



2015 CFE SMALL GRANT APPLICATION INFO

Application Due: Monday, November 2, 2015

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Before beginning to fill in a grant application, we highly recommend that you review this full document and print for your reference. If you have any questions after reviewing, please contact us at 312.670.2323 or CFE@CFEgrants.org.

Introduction to the CFE Small Grant

This December, the Chicago Foundation for Education (CFE) will award nearly 300 grants of up to \$600 to individuals and teams of Chicago Public School elementary educators. The grants fund curricular projects that are aligned with Illinois Learning Standards (ILS) and/or Common Core State Standards (CCSS), and will lead to increased student learning. Award-winning projects are to be implemented between January and May 2016.

Funding is for classroom, interdisciplinary, and/or school-wide projects. After-school programs and parental involvement projects are eligible for funding. Budget may include investment pieces (math manipulatives, lab equipment, bilingual lending libraries, and digital devices) or single-use items (art supplies, buses for field trips, health journals, and non-monetary student incentives). Small Grants budgets may include any items that strive to deepen student engagement and promote active learning, as long as there is a strong rationale in the application for the purchase of these items. **Please also note that although Small Grant funds may cover guest speakers or after-school program leaders, your budget cannot cover the costs of any CPS-employed speakers or program leaders.**

What is the \$100 Character Education Bonus?

Teachers who effectively integrate the principles of Character Education/SEL into their projects are eligible to receive a bonus of \$100 to enhance the purchases outlined in the initial project budget. Character Education/SEL principles include, but are not limited to: Caring, Courage, Courtesy, Fairness, Family Pride, Tolerance & Compassion, Honesty & Truthfulness, Kindness & Helpfulness, Respect, Responsibility, Tolerance & Compassion, and Work Ethic.

Character Education/SEL can serve as the proposal's focal subject area or it can be integrated into the proposal's other disciplinary emphases. For more information on Character Education/SEL - including grade level goals, standards, and benchmarks - please refer to the Illinois State Board of Education (ISBE) website.

Grant Requirements

Eligibility

Applicants must be elementary (PreK-8th) Chicago public school educators, working at any school falling underneath the broader CPS "umbrella": neighborhood, charter, contract, turnaround, etc.. All applicants must work directly with

students at least 50% of the time, and can be classroom teachers, librarians, social workers, team leaders, technology coaches, etc. If you have any questions regarding eligibility, please contact us at 312.670.2323 or CFE@CFEgrants.org.

Team Applicants: If applying as a Team, designate a Team Lead to complete a single application. Please note, however, that the application requires contact information for each individual member (including address, email, and primary phone number).

Multiple Applications: Though teachers may *submit* more than one application, each teacher is eligible to receive only one grant (either as an individual or as a member of a Small Grant Team).

Small Grant Timeline

- November 2, 2015: Small Grant Application Deadline. All applications must be submitted online.
- December 8, 2015: Award notification will be emailed to all applicants. Given that this correspondence will be solely via email and not standard mail, please be sure to provide a working, frequently-checked email address that will not filter CFE messages to a junk or spam folder.
- January 21, 2016: Award checks are mailed to home addresses. For Team Grants, checks will be sent to the Team Lead.
- January to May 2016: Project implementation occurs.
- April 11 to May 27, 2016: Classroom observations by CFE volunteers (*may occur earlier upon teacher request*).
- June 6, 2016: CFE Final Report and Expense Report are due to the CFE office.

Questions and Award Criteria

How to Apply

- **All Applicants:** Complete Application Questions 1-5, providing all relevant information and answering application questions clearly. Be as specific as possible with answers; define any education terminology used throughout the application. *Do not mention the name of your school or any identifying features of your school in your application. Doing so will result in automatic deductions during the application review phase.*
- **Character Education Bonus Applicants:** Complete Character Education/SEL Bonus Questions 1 & 2, in addition to Application Questions 1 through 5. If the Bonus is granted, you will receive an additional \$100 to spend on project-related expenses.
- **Team Applicants:** Teams comprised of 2 to 4 teachers are welcome to apply. Designate a Team Lead to complete the application and to serve as the primary contact for CFE. Provide information for each individual member, including an address, email, and a primary phone number.

Application Questions

1. Describe your project and the key activities included. Be specific about what this project will entail, and how the students will be engaged throughout the project. *(1,500 characters maximum)*
2. Describe how the specific learning needs of your students will be addressed through this project. *(500 characters maximum)*
3. Clearly explain how this project or lesson plan aligns with Illinois Learning Standards (ILS) (including Common Core State Standards (CCSS), SEL State Standards, and/or Next Generation Science Standards (NGSS)). Be specific. *(500 characters maximum)*
4. What formal and informal tools will you use to evaluate the effectiveness of your project? How exactly do you expect the proposed project to impact student learning? *(1,000 characters maximum)*
5. Please explain why the specific materials and resources outlined in your budget are necessary to successfully carry out the proposed project. *(500 characters maximum)*

Character Education Bonus Questions (optional)

Note: A detailed Character Education budget is not required. If the Bonus is awarded, teachers are expected to use their discretion in order to enhance the original project budget.

1. What specific Character Education/SEL principles and standards will be integrated into the proposed Small Grant project or lesson plan? Why are these principles important to your classroom and/or school? (1,000 characters maximum)
2. How specifically will you model these Character Education/SEL principles throughout the course of your project? How will the students carry out these Character Education/SEL principles? How do you plan to evaluate the impact these principles have on student development? Address all questions. (1,000 characters maximum)

Award Criteria

Small Grant applications are reviewed and rated on the following criteria:

- Project is clearly summarized; key activities are clearly outlined; project activities are engaging (30%)
- Specific student learning needs addressed by this project are described clearly and thoroughly (10%)
- This project clearly aligns with Illinois Learning Standards and/or Common Core State Standards (10%)
- Formal and informal tools to be used for evaluation are identified and will help establish the project's impact on student learning (20%)
- The need for budget items is compelling (10%)
- Budget is itemized, specific, and complete; costs are carefully researched (10%)
- The application is clearly written and free of spelling, grammatical, and typographical errors; all education terminology is defined (10%)

Helpful Hints

- **Suggestion:** Review this document completely and print for your reference.
- **Draft Application in Word:** We *strongly recommend* that you draft your application in a word processing program (such as Microsoft Word or Notepad) before answering the questions online. This will allow you to use the word count and spellcheck features, and take advantage of frequent opportunities to save your work.
- **Look for and Save Your Private Link:** After completing the first page of your application, you will be sent an email (please check both your inbox and spam folder) with a private link that you can use to return to your application at any time. **BE SURE TO SAVE YOUR LINK**, as it will allow you to continue working on your application until you are ready to submit. After submitting, your private link may be used to access a read-only PDF copy of your application.
- **Save Your Online Work:** Once you are working in the application itself, be sure to save your work often by clicking the *Save Draft & Continue Later* button.
- **Review Your Application:** Before submitting your application, review all pages by clicking the *Save Draft & Print* button. Ensure that all of your text is present and that your application is free of spelling, grammatical, and typographical errors.
- **Proofread, Proofread, Proofread:** We strongly recommend you have your printed application proofread by others. You may want to ask a both colleague (another teacher or an administrator), as well as a friend or family member (not in the educational field). If no one is available, simply take a break and come back to it later. Try reading your application aloud. Remember that appearances count, and your application will be evaluated by three to five volunteers, each with a different personal and professional background.

- **Submit Your Application:** Applications must be submitted by Monday, November 2, 2015. Once the application is complete, be sure to officially submit your application by clicking the *Save & Submit to CFE* button.

[Apply Now](#)

- **Begin a New Application:** [CLICK HERE](#) if this is your *first* visit to CFE's 2015-16 Small Grant Application.
- **Return to Your Application in Progress:** If you *already began* to draft your application, please check your email (both your inbox and spam folder) for your private link to return to the site and edit your work. If you did not receive an email with your private link, or if you have any other questions, please do not hesitate to contact us at 312.670.2323 or CFE@CFEgrants.org.
- Please remember that your application must be completed and submitted by **Monday, November 2, 2015**.