

CFAC Grant Program

Application

Cover Sheet- Page 1

Type or word process—include ALL information. Please use 10 or 21-pt print.

Amount Requested: \$ _____ (round off figures – example \$498.52 = \$500.00)

Title of Project: _____

Name of 1st Applicant: _____
(last) (first) (SSN#)

Home Address

(street) (town) (zip)

Home Phone:

E-mail Address (optional):

Current Position: _____ Grade Level(s): _____

Subject Area(s): _____

Name of 2nd Applicant:

(last) (first) (SSN#)

Home Address

(street) (town) (zip)

Home Phone:

E-mail Address (optional):

Current Position: _____ Grade Level(s): _____

Subject Area(s): _____

Name of 3rd Applicant:

(last) (first) (SSN#)

Home Address

(street) (town) (zip)

Home Phone:

E-mail Address (optional):

Current Position: _____ Grade Level(s): _____

Subject Area(s): _____

Organization/School:

School Building: _____

Organization/School Phone: _____

Organization/School Address:

(street) (town) (zip)

CFAC Grant Program

Please read carefully before signing:

I assure that the activities described in this grant proposal can and will be within the time frame of November 22 and May 2.

I have discussed the implications of this proposal with district staff members impacted by it.

I understand that I will be responsible for submitting the Final Report Narrative and the Final Budget with all budget receipts, and any additional promised Grant Documentation to CFAC no later than May 2.

I understand that all moneys awarded will be paid directly to the vendors by CFAC. Penalty—I understand that if the appropriate payment method is not followed, CFAC has the right to revoke the award in its entirety.

Penalty--I understand that if CFAC is not contacted prior to February 1 to begin awarding payment to vendors, NO MONEY WILL BE AWARDED.

I understand the final check will not be released until all requirements of the grant have been met.

I understand that decisions of CFAC on the awarding of the grant moneys will be the sole responsibility of the Policy Board of the Connetquot Foundation for the Advancement of Children.

All grant applications become the property of CFAC and cannot be submitted for other funding.

Photos or videos of students included in documentation of grant projects may be used for internet or public showing, therefore there must be parent/guardian approval according to your organization/school district's policy.

All award winners must agree to present their projects at the CFAC Showcase to ensure dissemination of project information throughout the Connetquot community.

I understand that if I am having any difficulties with due dates or deadlines I MUST contact CFAC immediately.

I understand that the basic ideas in this project are not replicated in any other grant application submitted to CFAC.

PLEASE USE BLUE OR RED INK FOR SIGNATURES:

(signature of 1st applicant) (date)

(signature of 2nd applicant) (date)

(signature of 3rd applicant) (date)

(signature of organization/school administrator) (date)

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Application Checklist Sheet- Page 3

This checklist MUST be completed, signed, and returned with your application.

.....1. I am enclosing three (3) copies plus the original of all forms.

.....2. I am enclosing the Application Cover Sheet, Signature Sheet, Checklist Sheet, Narrative, Title Page, and no more than three (3) pages of the Proposal Narrative.

.....3. Every applicant of the grant has signed.

.....4. The application has an administrator's signature.

.....5. The application is typed or word-processed.

.....6. ALL references to school, district, organization, or individuals have been omitted except on the Application Cover Sheet.

.....7. If approved, applicants agree to participate in the CFAC Showcase to disseminate this project to the Connetquot Community.

Signature of Applicant One:

Signature of Applicant Two:

Signature of Applicant Three:

CFAC Grant Program

Proposal Narrative Title Page- Page 4

Use this title page format to begin your Proposal Narrative.

This form must be typed or word processed.

Title of
Project: _____

Subject: _____

Grade
Level: _____

Total Amount
Requested: _____

To be followed by Proposal Narrative and Budget

CFAC Grant Program

Proposal Narrative Information- Page 5

Directions: All information must be typed or word processed in 10 or 12-pt. print Use blank paper for this narrative. Please make sure ALL items below are addressed in order. DO NOT EXCEED the 3-page limitation for addressing these 9 items. The review committee requires a concise, clear presentation of your proposal. Address all items in order. Clearly label each item.

1. Description of project

o State what you plan to do for this project. (Raters need to have a clear idea of what your project entails).

2. Project Objectives

o State your fully developed goals and objectives that reference specific NYS Standards.

3. Procedures

o State an appropriate time schedule.

o State clear steps for implementation with clearly stated procedures.

4. Assessment

o State the kinds of assessment instruments/tools to be used. Assessment should evaluate student learning.

o Show how your assessment shows connections among standards, goals, and objectives.

5. Budget

o Give a detailed list of project expenditures showing appropriate use of funds.

o For equipment purchases, state the specific use of the equipment.

6. Final Report Documentation

o List items to be submitted to CFAC with the Final Report. (i.e. one or two samples of student work, completed evaluations, surveys, pictures, etc.).

7. Dissemination

o Describe how you will promote the application of ideas from this project among your colleagues, building, organization and/or district.

8. Impact of Project

o Describe how the project provides significant opportunities for student engagement and enrichment.

9. Reflection

o How do you "think" this project will enrich student learning?

Send original plus 3 copies of each form postmarked by October 31 to:

Connetquot Foundation

PO Box 444

Bohemia, NY 11716

Att: CFAC Grant Program

CFAC Grant Program

Scoring Rubric

Proposal # _____

Title of Project: _____

Amount Requested: \$ _____

Highest Total Score: 40

Proposal Narrative Items 4 3 2 1 0

1. Clear description of project—Clearly stated plans for project.

2. Project Objectives—Fully developed goals and objectives that reference NYS Standards.

3. Procedures—Appropriate time schedule and clearly stated procedures for the project.

4. Assessment—Clearly states the instruments used for assessment and shows connections among standards, goals, objectives and students.

5. Budget—Includes a detailed list of expenditures and appropriate use of funds.

6. Final Report Documentation—Proposal lists appropriate items to be submitted in Final Report.

7. Dissemination—Clear description of collegial, organization and/or district strategies.

8. Impact—Clearly shows how this project will serve as an opportunity for student enhancement and increased learning.

9. Reflection—Clearly shows how this project enriched student learning.

10. Presentation—Grant application adheres to directions.

RATING SCALE SCORE:

Excellent.....4

Good.....3

Fair.....2

Poor/Inadequate....1

Not addressed.....0

RATERS' COMMENTS

CFAC Grant Program

Application Rubric

The following points may be deducted for grants that do not conform to guidelines:

One signature missing

1 Point

Award will not be made until signature is received.

Two or more signatures missing

5 Points

Award will not be made until signatures are received

References made to school/organization, etc.

1 Point

Reference will be blacked out

Handwritten Cover Sheet

(not typed or word processed)

1 Point

Copies missing

(Need 3 + Original)

1Point

Not original grant

1 Point

Questions missing

0 on scoring rubric for that section

Cover Sheet not received

5 Point

Award will not be made until this form is received

Grant pages missing

5 Points