Classroom Grant

Application

2025-2026

Application Guidelines

*Please read carefully to fully understand guidelines and expectations.*

**Award Range: Up to $1,000** will be distributed to selected individual or team applicants to provide funds

for a CPS school and/or staff to develop instructional opportunities for the classroom that are aligned with the instructional goals and mission statement of the District. Instructional initiatives may include but are not limited to math and science labs, technology, fine arts, career and technology, software, and internet-based programs. The number of initiatives funded will depend upon available funds. Previously awarded projects are **not** eligible to receive continued grant funding. Grant funds are awarded for the 2025-2026 school year only and are intended to support projects that will have lasting benefits into the future.

**Application Submission:** Applications must be turned into the CPS Foundation Executive Director or Foundation Administrative Assistant by **4:30 p.m.** on **Thursday, April 24, 2025.** Applications must be typed.

**Notification of Grant:** Classroom Grant Applicants will be notified in May 2025 whether their grant has been approved or denied. All awarded grant funds must be spent before May 1, 2026.

**Applicant Eligibility:** Projects are limited to CPS District professional personnel working directly with children, including teachers, counselors, librarians and nurses. In the case of team-based proposals, a Project Chairman **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be directed to the chairman. Simultaneous funding of projects for the same individual, department, team, or school will not occur.

**Eligible Projects:** All projects must address needs to enhance the learning experience in the classroom. The identified need must be aligned with the instructional goals and mission statement of the District. Applicants shall provide a complete description for their project and how the project will be sustained in future years. Projects will be judged based upon their potential to impact instruction. Funds may not replace normal funding from tax-based sources. Requests for classroom supplies will **not** be approved if they fail to describe a complimentary project that enhances classroom instruction.

All proposals that include purchase of any technological devices and/or software **must** include cost estimates from Leonard Kwapnioski, Executive Director of Technology, in the budget portion of the grant application. Products purchased with grant funds become the property of the District, not the individual(s).

The proposal **must** describe some quantitative and/or qualitative method to evaluate the success of the project. *(See Question 1 in FAQ’s.)*

**Proposal Review:** All applications will be reviewed by a committee. All classroom grant applications will be subject to number-coding system and will be reviewed based on criteria given on the application; therefore, specific reference to the applicant and school should be limited to information on the cover page. Before review of the classroom grants, the CPS District Superintendent and Department Directors will approve projects for the purpose of assuring compliance with District Guidelines and Mission Statement, not for selection of recipients. No funds can be used to serve any political purpose.

**Grant Requirements:** If your project is funded, submission of a **quick update and final evaluation summary** is required. The interim evaluation summary is due by January 9, 2026, and the final evaluation summary is due May 22, 2026. In addition, a **final expenditure accounting sheet** is due to the Foundation Office at the conclusion of the initiative.

When a classroom grant is funded the project chairman should make available an opportunity for a Foundation representative to visit the classroom in order to document the project while it is being implemented. All photos and video will be taken and used in accordance with parental permissions as indicated on the Routine Directory Information Form.

**Future Disqualification:** In the event that the selected recipient fails to:

* Meet the requirements for the grant
* Fails to utilize the grant funding prior to the end of the school year.
* Uses the grant funding for an expenditure that was not included in their grant application or approved by the Executive Director of the Foundation.

The recipient individual or team will become ineligible to apply for or receive any funding from the Foundation for the next consecutive five years.

**Guidelines for Completing the Application:**

The project is appropriate for submission if the following questions can be answered:

* Is the project congruent with the District’s Mission Statement?
* Can the project be done?
* Are the objectives measurable? *(See Question 1 in FAQ’s.)*
* Is your grammar and spelling correct?
* If I am applying for funds to purchase technological devices or software, have I contacted Leonard Kwapnioski, Director of Technology, for accurate budget amounts?
* If I am applying for books, I have contacted Teresa Hausman, Director of Curriculum and Assessment to ensure district policies are followed.
* If the funds necessary to complete the project exceed the amount available from the Foundation ($1,000), have I included from where the additional needed funds will come?
* Have I indicated how the project with be sustained in future years

**Cover Sheet**

*NOTE: Please type.*

Name of Project Chairman:

Is this a team proposal? (If yes, list team members below.) ☐ Yes ☐ No

Team Members:

CPS School:  School Email Address:

Title of Proposed Project:

Anticipated Date of Implementation:

Anticipated Date of Completion:

Total Cost of Project:

Applicant Signature: Date:

Principal Signature: Date:

**Please print application, sign, and send via district mail to:**

Nicole Anderson or Jen Augustin

CPS Foundation

Administration Building

[andersonn@discoverers.org](mailto:andersonn@discoverers.org) or [augustinj@discoverers.org](mailto:augustinj@discoverers.org)

Date Received:

NOTE: Review of proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the selection committee. Consideration of your request will be based entirely on the following proposal.

**do NOT include school or teacher name in this application.**

**Application**

**DIRECTIONS:** Please complete the following information. Your application itself should not exceed four (4) pages, including the cover sheet. If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) additional pages.

Project Title:

Grade Level:       Subject:

Implementation Date:       Evaluation Date:

Project Cost:       Date of Proposal:

1. Briefly describe this project and the need for it. **(10 points)**

1. Explain how this project meets the instruction goals and mission statement of the District. **(15 points)**

1. What are the major objectives of this project? *Please be sure that the objectives you list are measurable. (See Question 7 below and Question 1 in FAQ’s.)* **(20 points**)

1. Explain the different teaching methods that will be used to implement this project and how they will improve the performance of students in the classroom. (Examples: lecture, discussion, debate, small groups, simulation, use of technology, etc.) (**20 points**)

1. What grade level(s) will be affected by this project? Approximately how many students will benefit from this project? What is the potential for expansion of this project to other grade levels and/or schools? **(10 points)**

1. What, if any, additional materials, etc. will be required from the District to implement this project? **(5 points)**

1. How will you evaluate whether your objectives have been achieved? (A written project evaluation is REQUIRED at the completion of the project.) *(See Question 3 above and Question 1 in FAQ’s.)* (**10 points**)

1. Please list your budget request in order of priority. Detail your budget request. If a kit is included, please detail the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments. *NOTE: Copies of all invoices and other forms of proof of payment will be acquired from Accounts Payable.* **(15 points)**

| **Quantity** | **Item** | **Cost of Item** | **Supplier** | **Budget Amount** |
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**TOTAL**

1. How will this project be sustained in future years at Columbus Public Schools?