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**SMALL GRANT APPLICATION 2021 ⚫ GUIDELINES FOR APPLICATION PREPARATION**

Dear Collierville Teacher:

We are fortunate in Collierville to have wonderful schools with top-ranked teachers. We also realize that there are times when you find out about special programs, projects, and materials that would be a great asset to your students but are not funded through traditional means.

The Collierville Education Foundation is a non-profit organization committed to enhancing education in Collierville’s public schools. We are currently accepting applications from Collierville Public School teachers for educational grants to be awarded in the 2021-2022 school year. Grant applications are reviewed and scored on their own merits, in accordance with the following guidelines:

1. **Submittal deadline is to be determined.**
2. **Some items will not be considered for funding alone or as part of a grant.** These items include but are not limited to: warranties, maintenance, installation, batteries, office supply items, field trips, software, subscriptions and taxes. **Shipping expenses will be considered in special circumstances such as items can only be found through one company, or purchase including shipping is cheaper than through any other source where shipping is free. Apps will also be considered this year since they are one-time purchases with free updates.**
3. **Special, APEX, Resource, Speech, Occupational Therapy, Honors, or AP High School** needs are important to CEF. Please do not hesitate to submit an application, even if it benefits a limited number of students.
4. Continuing Education for teachers and conferences will be considered. CEF will not pay for travel, lodging or meals. CEF will pay for the fees directly related to the conference/class/workshop only.
5. Other than the last entries starting with your name, at no time refer to your school, your grade level or school mascot in the project name or body of your application. **Failure to comply will result in your application not being considered**
6. Items purchased with CEF grant funds are the property of the public school in which they are awarded.
7. Funds received are **NOT** a donation. Grants are carefully reviewed and approved by our Grant Committee. **Any funds received MUST be used solely for exactly what is detailed in the grant request.** Any funds not used for the specific grant approved **MUST** be returned to CEF along with the completed **Itemization Report and receipts/invoices by TO BE DETERMINED**.
8. **Grant Recipient Use of Funds report is due by April 29, 2022.**  This report enables us to see how the grant impacted your classroom as well as provides feedback to our sponsors and contributors. Included in the Use of Funds report will be a statement providing permission to CEF to use and photos, videos, etc that you submit on our social media, advertising and other media related to promotion of CEF.
9. Review your checklist before submitting this application.
10. The scoring criteria for grants are **Originality**, **Sharing between Classes,** **Creativity, and Number of Students Impacted**. Technology grants will be reviewed separately and will not be penalized by the grading criteria.

We once again have a specific grant award this year thanks to the support of Carrier Corporation:

\* Carrier Grant for Math and Science

Please be specific in your request, providing as much detail as possible. If you have any questions, please contact me. I will forward your concern to the CEF Board member assigned to assist your school.

Grant Committee

Terri O’Connor cefoundation38017@gmail.com

**Collierville Education** Foundation **Grant #\_\_\_\_\_\_**

**2021 Small Grant Application - Submittal Deadline: TO BE DETERMINED**

Project Name: Total Project Cost:

# Students impacted: Can it be shared? Reusable? Estimate how long:

Can this be partially funded? Have you requested funding elsewhere? If so, where?

School Wide Emphasis (limit to 100 words):

Project description in your own words (limit to 300)**. “SEE ATTACHED” is not acceptable.**

Materials Requested (limit to 300 words).  **Itemization of funds requested with company website must be attached. If requesting shipping, please notate why (product not available elsewhere, total cost is cheaper, etc).**

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**Collierville Education Foundation Grant #\_\_\_\_\_\_**

**2021 Small Grant Application - Submittal Deadline: TO BE DETERMINED**

Your Name(s): School:

School Phone:

Grade: Subject: Email:

**Grant Deadline: TO BE DETERMINED**

**Options for Grant delivery:**

**\*Email to** [**cefoundation38017@gmail.com**](mailto:cefoundation38017@gmail.com)

**\*Deliver to Main Office at 145 W. Poplar Ave**

**\*Arrange for your school liaison to pick up at your office.**

**Please do not mail.**

Signature of Applicant Date

Signature of Principal\* Date

***\*Applications received without principal signature will not be considered.***

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Collierville Education Foundation

**2021 Checklist for Grant Process**

**Grant Submittal – Grants must be ready for pick-up or emailed by TBD. Complete and submit information to the principal in a timely manner to allow for review.**

* **Complete grant application.**
* **Complete itemization of grant funds requested.**
* **Make a copy for your records.**
* **Turn in completed application and itemization of grant funds request to principal for signature.**
* **Grant paperwork should be in the office for your CEF School Liaison to pick up by the deadline stated above.**

**Award Process – Award date will be announced. Once you receive the certificate you will have until 10 a.m., March 31, 2022 to submit your P.O.**

* **Request P.O. for grant items.**
* **P.O. should notate the grant number provided by CEF on the award certificate.**
* **Please make arrangements with your school liaison to have P.O.s delivered to CEF**

***Failure to provide a P.O. by the allotted time will relinquish all claims to any grant funds.***

**Post-Award Process – Receipts and funds not used as specified due by 10 a.m., April 29, 2022**

* **Complete itemization of grant funds used.**
* **Attach all invoices and receipts.**
* **Any funds not used as specified in the guidelines are to be return to CEF.**
* **Final documentation and returned funds should be in the office for your CEF School Liaison to pick up by the deadline stated above.**

**Final Paperwork due by 10 a.m., April 29, 2022.**

* **Complete Grant Recipient Use of Funds Report.**
* **Report and any attachments should be in the office for your CEF School Liaison to pick up by the deadline stated above.**

**P*lease work closely with your Financial Secretary to ensure***

***the proper documentation is provided.***

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