



**CENTENNIAL
PLACE
SCHOOL
FOUNDATION**

September 2011-June 2012

Dear Centennial Place Elementary Educators,

Enclosed is an application packet for the 2011-2012 Centennial Place School Foundation (CPSF) Student Enrichment Grants. This packet contains an information sheet on CPSF grants at Centennial Place Elementary School and a copy of the application materials.

Although this is a busy time of year for all at the school, we ask that you please review the documents and prepare your plans.

Applications should be emailed to CentennialPSF@gmail.com. When emailed, the applicants should check for a receipt notification within 48 hours. We kindly request a minimum of 30 days for review by CPSF of the application.

Professional staff members, including counselors and media specialists, who are currently educating students at Centennial Place Elementary School are eligible to apply for a grant. Individuals or teams may apply. The grants must support innovative educational efforts that enhance the learning environment for students at the grade-level or school-wide. This may include creative classroom projects, teacher enrichment, guest speakers or performers, field trips, innovative materials or equipment.

If you need additional application packets or have any questions, please email CPSF or contact a CPSF representative.

Thank you.

The Centennial Place School Foundation.



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**GRANTS FOR STUDENT ENRICHMENT
INFORMATION**

The Centennial Place School Foundation (CPSF) provides grants to teachers and staff at Centennial Place Elementary School to enhance the learning environments of students in their classrooms and at the School. These funds are designed to supplement, not replace, APS funding or other sources of funding.

Grants support innovative educational efforts. This may include creative classroom projects, teacher enrichment, guest speakers or performers, field trips, innovative materials or equipment.

Grant awards range from a minimum of \$500 to a maximum of \$750 for a grade-level applicant or \$1500 for two or more grade-levels in collaboration. Please limit proposals to within these amounts or indicate where you will get any additional funds needed.

The strongest proposals will have school-wide impact however, grade-level proposals are also accepted. Proposals should offer strategies that further the school's mission and show a high degree of promise for effectiveness and reproducibility. CPSF also prioritizes new proposals over previously funded projects, although the latter are eligible as long as reporting requirements were met.

Grant recipients are required to complete a written final report form, attaching receipts for all purchases. Reports are due on the date of the May CPSF Board meeting. Failure to report could effect future grant considerations.

The grant application form follows and is also available by emailing
CentennialPSF@gmail.com.



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2011-2012 GRANT APPLICATION COVER SHEET

Deadline: Email your completed applications to CentennialPSF@gmail.com. (When emailed, you should receive a receipt notification within 48 hours). Grants will be reviewed and responded to within 30 days of receipt or after the next regularly scheduled CPSF Board meeting.

Instructions:

- Attach this completed cover sheet to your proposal. Instructions for writing the proposal are enclosed.
- Please write legibly or type.
- Application must be authored only by the staff who will implement the grant.

More information: Please contact CPSF at CentennialPSF@gmail.com.

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Applicant name(s) _____

Contact person and home phone _____

Current Position(s) Within Centennial Place Elementary _____

Contact email _____

Title of proposed project _____

Grade(s) targeted _____

Number of students directly impacted _____

Subject area(s) addressed _____

Have/will you request full or partial funding for this project, for this grant year, from APS, CPE PTA or other sources? If so, please detail.



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GRANTS FOR STUDENT ENRICHMENT

INSTRUCTIONS FOR WRITING PROPOSAL

On separate paper, please answer the following questions in order. Clearly label each section with the heading shown below in bold. The proposal must be typed or legibly written and not exceed five single-sided pages, including budget. If you would like to attach supporting documents, such as information from the supplier, provider, speaker or destination, please do so.

Summary – Please give a brief description of the proposed project and its goal.

Need – Describe the need or opportunity the project addresses.

Method – How does the project address the need? Please describe the approach / method / activities.

Highlights – What makes this project unique or exceptional? How does it relate to the mission of your school?

Effectiveness – Please describe your basis for expecting the project to be effective, whether direct experience, the reports of others, documented research or your personal insight. What leads you to believe that this project is promising?

Outcomes – Please list the 2 to 4 most important outcomes you expect from this project. For each, describe how you will determine the degree to which it was achieved.

Durability – Does this proposal include durable goods or replicable strategies that other teachers will be able to use? How will you share them with other teachers in your school or the Grady cluster? Will you be able to replicate the project in future years without CPSF funding?

Budget – Itemize your budget and give the total cost. Please be very specific in your budget.

PLEASE NOTE: Grant recipients are required to turn in a final report, including receipts for all purchases. The deadline for the final report is the date of the May CPSF Board meeting.

OWNERSHIP OF MATERIALS: All material/equipment purchased with grant money belongs to Centennial Place Elementary for use at the discretion of the administration.