

## Grant Information

- In order for a grant to be considered by CAPE, the proposed project must first be approved by the school principal. As such, prior to completing a grant application, it is imperative that applicants discuss their proposals with their school principal.
- Grant applications are due by the Friday, January 31, 2020.
- Grant applications must be submitted electronically to [grantsforcape@gmail.com](mailto:grantsforcape@gmail.com). Please do not send paper applications. Upon receipt of your electronic application, an email will be sent to you confirming receipt.
- Grants will be reviewed in February, and decisions will be communicated by the end of that month.
- It is anticipated that funding for accepted grants will begin in March 2020.
- Funding is not available for teacher stipends.
- It is the expectation of CAPE that the project be completed during the Spring semester of the 2019/20 academic year and/or the Fall semester of the 2020/21 academic year. In the event that funds are not utilized by the end of the Fall semester 2020/21, they will be returned to CAPE for use in the next grant cycle.
- At the discretion of the applicant (with prior approval from the school principal), projects may be completed as part of the normal school day or during after-school programming.
- Upon completion of their project, it is the expectation of CAPE that applicants submit a brief written summary on the outcome, experience for teachers, experience for students, etc. (no more than one page). Further, as indicated, the CAPE may request photographs of projects to be included on the organization's website.
- Should you have questions/concerns at any point during this process, please feel free to reach out to the CAPE Grants Committee Chairwoman, Janice Troy, at [janmtroy@gmail.com](mailto:janmtroy@gmail.com).

### Grant Application

ONLY APPLICATIONS SUBMITTED ON THIS FORM WILL BE CONSIDERED.  
PLEASE TYPE.

Lead Applicant:	
Position:	
School/Organization:	
Address:	
Phone Number:	
Email Address	
Co-Applicants:	
Date:	
Project Title:	
Grant Submitted Before:	<input type="checkbox"/> No <input type="checkbox"/> Yes. If so, when:
Amount Requested:	

Signature of Applicant:	
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Name of Supervisor:	
Position of Supervisor:	

Supervisor Signature Attesting Project Approval	
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**1** Describe your project

*Describe how your project is creative/innovative, augments existing resources and is in line with Canton Public School goals and core values. (See the Canton Public School website for Goals and Core Values).*

**2** What are the project's goals, objectives and timeframe? Note: projects are to be completed during the 2019/20 or 2020/21 academic year. Indicate whether the project will take place as part of normal school day activities or during after-school programming.

**3** What will the impact of your project be on students and/or teachers?

*Include the number of students and/or teachers who will be impacted and the nature of the impact. How will students be selected to participate in this project? If the project impact will continue beyond the current year, describe the future impact.*

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- 4** How will the activities and accomplishments of your grant be sustained after your grant has been completed?

- 5** Project Evaluation: *What methods will you use to evaluate the project? Please describe how student progress will be evaluated and how the effectiveness of the project as a whole will be assessed.*

- 6** Briefly describe how the funds requested will be used. Complete the Budget Request Form. *Expenses should be reasonable and be consistent with the proposed goals and objectives.*

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**7** Do you have any other sources of funding for any parts of this project? If so please describe these resources.

**8** *Please share any other information that would be helpful in understanding your project, including information about other applications or requests to other sources for funding.*

**Budget Request Form**

*Line Item Requested*

*Amount*

**Expenditures** *(Insert additional table rows as necessary)*

**1** Contractual Services/ Personnel Related

	\$
	\$

**2** Supplies

	\$
	\$
	\$
	\$

**3** Materials & Equipment

	\$
	\$
	\$
	\$

**4** Other

	\$
	\$

**Total Grant Request**

\$

**Additional Funding Sources** *(if applicable)*

<b>1</b>		\$
<b>2</b>		\$
<b>3</b>		\$
<b>4</b>		\$

**Total of Entire Project**

\$