



**CEF Innovation Grant
Cover Sheet and Certification Statement
2025-2026**

This cover sheet will be removed from the attached application form by a CEF representative after an application number has been assigned.

Project Title	
Name(s) and Signature(s) of applicant(s) associated with this request. Maximum two per grant.	
Print Name(s): _____	
Signature(s): _____	
School: _____	
Phone Number: _____	E-Mail: _____
—	
Signature of Principal: _____	
Date: _____	

CERTIFICATION

My/Our signature(s) certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal, and I am authorized to submit it to the Caroline Education Foundation.
3. I understand that if funds are awarded, I will submit a final evaluation report to the CEF by **May 8, 2026**. Any unused funds totaling \$25 or more will be returned at that time.
4. I grant the right to the Caroline Education Foundation to use my report and any product from the project for public information.

Applicant Signature(s) _____
If more than one applicant, both MUST sign.

<u>FOR CEF USE ONLY</u>		
<u>2025-2026</u> _____	Date Received _____	Funding Approved: _____

2025-2026

Application Number (Assigned by CEF)



Caroline Education Foundation Innovation Grant Application

Project Title _____	
Funding Requested: \$ _____	Project Budget: \$ _____
Matching Funds Committed: \$ _____	
Grade(s) Served: _____	Content Focus Area: _____
# Served by Proposal: _____	Implementation Dates: _____

PREPARATION OF APPLICATION

- Using no more than three typewritten double-spaced pages (Times New Roman, font size 12), please address clearly, and in sequence, each of the stated items indicated under **Instructions on How to Complete Your Application**. Strict adherence is given in this request.
- Please note that only your budget page may be added as an additional sheet to the application.
- ASSEMBLE (stapled only) and SUBMIT 5 copies of the application along with the one ORIGINAL signed Cover Sheet and Certification Statement to CEF (Attn: Mrs. Christie Shaw) by **4:00 p.m. on September 2, 2025**.
- Facsimiles and Scanned/Emailed copies NOT accepted.

SUBMIT TO:

Caroline Education Foundation
Attn: Mrs. Christie Shaw
16261 Richmond Turnpike
Bowling Green, VA 22427

Instructions on How to Complete Your Application

Prepare your outline according to the section headers (I-V). Be sure to address the items noted below each title.

PROJECT GUIDELINES

The project is appropriate if you can answer YES to the following questions:

- Is it in line with the mission of the foundation?
- Is it essential to learning (content standards) and meets a compelling need?
- Does the proposal outline success logistics and promote efficiency and value?
- Does the proposal reflect innovation and engagement?
- Will it deliver results that demonstrate impact on the identified student population?

I. Meets a Compelling Need

- Explains why this project is needed and what it intends to achieve (outcomes).
- Provides a brief overview (data and/or qualitative needs) of the target audience.
- Indicate alignment to content standards.

II. Embeds Success Logistics

- Describes a realistic implementation timeline.
- Clearly communicates goals and objectives of the proposal.
- Demonstrates alignment between teacher SMART goal and/or school-wide plan.

III. Reflects Innovation and Engagement

- Describes educational research and explains sound educational strategies, programs, and/or resources.
- Reflects student engagement in one or more of the following:
 - application of knowledge and skills across disciplines;
 - critical thinking skills and problem solving;
 - creativity, risk-taking, and persistence; and
 - development, exploration, and pursuit of new learning.
- Fosters meaningful collaboration with students, and/or school community members, parents, and businesses.

IV. Delivers Results that Demonstrate Impact

- Anticipated outcomes – how will you know implementation was successful?
- Clear methods for progress monitoring and measuring student outcomes.
 - Examples: Pre/Post Assessments; Literacy Products – writing, speaking, debating; Formative/Summative Tools, Other
- Frequency of measurement throughout duration of project/proposal.

V. Promotes Efficiency and Value

- Includes a budget indicating total funds requested and an itemized list of each item (approximate cost).
- Documents any matching or in-kind support.
- Outlines any additional resources, partnerships, etc.