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.

FOR CEF USE ONLY

2025-2026_____   Date Received _____   Funding Approved: _____

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 Thursday, August 28, 2024**.
- 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 <u>YES</u> 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.