



GRANTS FOR TEACHERS AND STUDENTS OVERVIEW AND APPLICATION

CCHS Foundation Mission Statement: To enrich the spiritual, academic and cultural development of our students by leading the fundraising efforts which support the current and future initiatives of Charlotte Catholic High School.

Teacher/student grants are offered to you to recognize and support your creative initiative in providing students with new and different avenues in which to learn or to grow spiritually and academically. Led by their teacher, students may also apply for grants that meet the eligibility requirements.

Application Procedures & Eligibility Requirements:

- ✓ All applications must be typed, including program/project budgets and submitted by September 30th for Fall application and March 10th for Spring application.
- ✓ Applications will be reviewed first by CCHS Principal (Mr. Telford) to approve or deny. **Only applications approved by the principal will be submitted to the CCHS Foundation for consideration.**
- ✓ Final approval rests with the CCHS Principal and CCHS Foundation Board of Directors.
- ✓ Grants for Fall applications will be awarded by November 15th and funds disbursed by December 15th. Grants for Spring applications will be awarded by April 15th and funds disbursed by June 1st. Any modifications to the project must be approved by the CCHS Principal and CCHS Foundation. Any extensions to the ordinary payment deadline must be approved by the CCHS Foundation.
- ✓ Applications must be for a project, program or item not currently funded through the MACS budget or the MACS Education Foundation.
- ✓ If the grant is technology-related, approval from the appropriate CCHS employee in charge of technology must be obtained for purchase.
- ✓ Any equipment, supplies, or intellectual property funded through the grant becomes and remains the property of Charlotte Catholic High School.
- ✓ Note that clubs are not eligible to receive funding through the grants program.



General Criteria and Guidelines for Completing the Application Form:

- ✓ What is the purpose/objective of your proposal?
- ✓ How many students will be impacted?
- ✓ How does this support the Mission of the CCHS Foundation?
- ✓ How much funding does your project/program/item require?
- ✓ What materials will be purchased? (Please itemize list of materials and pricing, including all soft costs and applicable taxes)
- ✓ What additional funding will you require and from where will these funds come?
- ✓ Does the project/program/item address a need not currently met?
- ✓ Will the program provide a relevant, significant and meaningful learning or spiritual experience for students?

Application Deadline:

- ✓ Fall applications must be submitted by September 30th and Spring applications by March 10th. Please e-mail (or hard copy) completed application to the CCHS Development Office Manager (Jane Carano, jscarano@charlottecatholic.com), who will forward applications to the principal to approve or deny. Approved applications will then be forwarded to the CCHS Foundation for consideration.
- ✓ Applications that are denied by the principal will be informed by the Development Office or Principal. Applications reviewed by the CCHS Foundation will be notified of approval or denial by the CCHS Foundation Board.
- ✓ If you have any questions about the CCHS Foundation Grant program, please contact the Chair of the CCHS Foundation Scholarships and Grants Committee (Christine Ramich, cwramich@cchsfoundation.org).



CCHS Foundation Grant Application

APPLICANT(S)			
Date of Submission	Click here to enter a date.		
Faculty/Staff/Student Name(s)	Click here to enter text.		
Department	Click here to enter text.	Department Head	Click here to enter text.
<i>Applications must have Department Head approval prior to submittal to ensure that expenses are not covered in your budget. Please indicate if your DH has approved this grant request.</i>			<input type="checkbox"/> yes - approved
By submitting this application, applicants attest that they have read, understand, and agree to the Application Procedures and Eligibility Requirements of the Grants for Teachers and Students program. Only applications approved by the CCHS Principal will be submitted to the CCHS Foundation for consideration.			
GRANT DETAIL			
Name of Project//Program/Item	Click here to enter text.	Amount Requested from the CCHS Foundation	Click here to enter text.

Description of Project/Program/Item:

Give a description of your requested project/item.

Click here to enter text.

Estimated Budget:

Please give a complete budget of the total project, including all relevant expenses (including soft costs such as installation and all applicable taxes) as well as other sources of funding needed.

Click here to enter text.

Impact:

How will your project/item be used to benefit students? How many students will be impacted? What grades and classes will benefit from this grant? (e.g. *12th grade Honors English*)

Click here to enter text.

Mission:

Explain how your grant request supports the CCHS Foundation's vision (*see above vision statements*).

Click here to enter text.

For Office Use Only:

Principal Approval:

Conditions to Approval:

Final Amount Awarded: