



## 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 prescreened by Mr. Telford, CCHS Principal.
- ✓ Final approval rests with Mr. Telford and the CCHS Foundation Board of Directors.
- ✓ Grants for Fall applications will be awarded by November 15th and funds disbursed by December 30. Grants for Spring applications will be awarded by April 15th and funds disbursed by June 15th. 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.
- ✓ 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 Mr. Telford ([ktelford@charlottecatholic.com](mailto:ktelford@charlottecatholic.com)). If you have any questions about the CCHS Foundation Grant program, please contact Christine Ramich, CCHS Foundation, Scholarships and Grants Committee Chair ([cwramich@cchsfoundation.org](mailto:cwramich@cchsfoundation.org)).



## CCHS Foundation Grant Application

<b>APPLICANT(S)</b>			
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
<b>GRANT DETAIL</b>			
<b>Name of Project//Program/Item</b>	Click here to enter text.	<b>Amount Requested from the CCHS Foundation</b>	Click here to enter text.

<p><b>Description of Project/Program/Item:</b> Give a description of your requested project/item.</p>	<p>Click here to enter text.</p>
<p><b>Estimated Budget:</b> 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.</p>	<p>Click here to enter text.</p>
<p><b>Impact:</b> 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. 12<sup>th</sup> grade Honors English)</p>	<p>Click here to enter text.</p>

**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: