



## Chappaqua School Foundation, Inc. InstaGrant Application

### Rolling Grant Review for Requests up to \$2500

**Note:** InstaGrant Review Process takes approximately 4-6 weeks. If approved by the CSF Board, InstaGrants must first be accepted by the CCSD Board of Education before purchases can be made - contact the CSF Grants Committee at [csfgrantscommittee@gmail.com](mailto:csfgrantscommittee@gmail.com) or view the [2024-2025 InstaGrant Application Approval Timeline](#) for information on the likely timing of your application

Founded in 1993, the Chappaqua School Foundation (CSF) is dedicated to driving innovation and enhancing educational excellence in our schools by funding programs, technology and materials that otherwise fall outside the school budget.

In 2014, CSF launched the InstaGrant program for teachers and administrators as a complement to the CSF traditional grant program. InstaGrants differ from traditional CSF grants in a few key ways: (1) they are intended to meet an *immediate* instructional need or opportunity; (2) the amount requested must be less than \$2500; (3) the process is designed to yield a decision and funding, if approved, in a 4-8 week time period. InstaGrants can be used for programs, speakers, materials, professional development, classroom equipment, and in limited cases “technology” items if they can be deployed in the classroom without the need for infrastructure or support from CCSD (e.g., flip cameras, video equipment). The InstaGrant is not intended to be used for more significant investments in technology infrastructure, hardware, or software. Administrators or teachers may be asked to present to the CSF Board before, during or after grant approval. We encourage school leaders to think creatively about how such grants can spur educational excellence and innovation for our teachers and students.

**The InstaGrant application and approval is faster, shorter and simpler to empower our administrators and teachers to act quickly on educational ideas and opportunities as they arise.**

Applicants are limited to one InstaGrant per year. CSF dedicates specific funds for the InstaGrant program on an annual basis. As such, total available funds for InstaGrants may be limited and CSF reserves the right to suspend the InstaGrant program during the school year should available funds be exhausted.



**Chappaqua School Foundation, Inc.**

**InstaGrant Application (up to \$2,500)**

**InstaGrant Guidelines:**

Grants should:

1. Directly support the educational objectives expressed in the Mission Statements of the Chappaqua School Foundation and the Chappaqua Central School District.
2. Align with CCSD curricular vision and goals, including promoting active student learning.
3. Be meaningful and enriching to the educational experience of students within the Chappaqua Central School District.
4. Have support of all school personnel involved in implementing the InstaGrant program.
5. Be carefully reviewed, approved and signed by the school's principal.

**InstaGrant Submissions:**

**InstaGrant applications may be submitted at any time during the school year. CSF InstaGrant applications are reviewed on a rolling basis. For information about the likely timing of your InstaGrant review and approval please review our [2024/2025 InstaGrant Application Approval Timeline](#)**

All grant applications, including a scanned copy of the signature page and any supporting documentation, **must** be emailed to the CSF Grants Committee at [csfgrantscommittee@gmail.com](mailto:csfgrantscommittee@gmail.com).

Please note that all purchases must be made through CCSD using approved vendors. Applicants are strongly encouraged to work with the CCSD Business Office to obtain accurate pricing information to include in their detailed budget request before submitting their applications.

**IG Grant Review and Approval**

When an InstaGrant application is received, the CSF Grants Committee internally reviews the application and shares it with Assistant Superintendent for Curriculum and Instruction, Adam Pease, and any other relevant CCSD administrators for their review. Within one week of receipt of an InstaGrant application, the applicant will be notified if the application is complete or if there is supplemental information necessary for CSF to act on the application. Once complete, InstaGrant applications will be considered at the next CSF Board meeting. If approved, InstaGrants must also be accepted by the Board of Education of the Chappaqua Central School District. Once an InstaGrant has been accepted by the BOE, the applicant will be provided with a grant identification code and instructions to be used for purchasing.

Grant approval is discretionary and grants may not be funded even if the above criteria are satisfied. It is also within the discretion of CSF to partially fund a grant and/or make alterations to a grant as a condition of approval of subsequent funding. All grant recipients should be prepared to provide a short assessment of the successes/limitations of their grant to help CSF with future grant review, as well as photos of the grant in action with students where possible. Grant recipients may also be asked to showcase their grant at the CSF spring benefit.



**Chappaqua School Foundation, Inc.**  
**InstaGrant Application (up to \$2,500)**

**InstaGrant Rolling Review**

<b>Your Name:</b>
<b>School/Grade Level:</b>
<b>Email:</b>
<b>Grant Name:</b>
<b>Curriculum Area:</b>
<b>Budget - include TOTAL amount requested: \$</b>

**Please provide the following information (use separate sheet):**

**1. SUMMARY** (Your summary should provide an overview of your grant request. Please clearly identify materials or programs for which you are requesting funding and summarize the purpose of the materials/program, including how it will enhance or support your current practices.)

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**2. IDEA ORIGATION/PRIOR EXPERIENCE** (How did you learn of the materials/program you are requesting funding for? Have you had any prior experience and/or have you seen it in action? Please describe.)

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**3. OBJECTIVES /ACTIVITIES** (Specify the skills, knowledge, and/or personal growth areas teachers or students will acquire after completing the program or project. How will this grant enhance student learning? What will students do? Be specific.)

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**4. PLAN OF ACTION** (Please include an estimated timeline for implementation and identify which CCSD teachers and staff will be involved in the implementation, if any, in addition to you. Is this request a pilot program that might be expanded? Will any additional support be required to fully implement the grant and, if so, have arrangements been made to secure such support and any funding required?)



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**5. BUDGET** (Please attach an itemized list including the cost and the vendor of all requested materials/program costs. Be sure you have consulted with the CCSD purchasing department to identify an approved vendor for all items requested. Where necessary or available, include a price quote from the vendor.)

***If your InstaGrant is approved, CSF requests that you identify your InstaGrant project/program as funded by CSF when you inform your students or parents or otherwise publicize your work to the community at large. Approved InstaGrant recipients should be prepared to provide CSF with a short assessment of the successes/limitations of your grant and photos of the grant in action to help the CSF with future grant review and funding***



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**REQUIRED SIGNATURE PAGE**

Signature page should be scanned and sent via email along with actual grant application

InstaGrant Name:

Submitted by:

E-mail:

School:

Approval of Principal: \_\_\_\_\_

Signature