

## **CSF Grant 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. Be meaningful, enriching the educational experience of students within the Chappaqua School District.
3. Have a broad impact, affecting a significant number of students or be a pilot of a program that may ultimately impact a significant number of students.
4. Foster innovation in teaching practices and/or student learning and educational experience.
5. Align with the CCSD "Vision and Goals" for teaching and learning, which promote active student learning and strong student collaboration.
6. Favor collaboration among schools and/or departments within a school, to the extent possible
7. Include clear implementation plans, timetable, and budget
8. Identify realistic and appropriate project assessments, which are measurable wherever possible
9. Be for items unable or unlikely to be covered by the school budget
10. Not solely be for the purpose of re-funding an existing grant or repeating a prior grant idea. Expansion of an existing grant or program may be considered if it is designed to reach a wider base of students, significantly increases the impact of the program or adds a different curricular component. Grant proposals which mirror prior grants funded by CSF may be considered if there is a new or innovative component or will reach a new or different group of students. CSF is not able to consider grant requests for full room classroom redesigns at this time. Requests involving furniture must be clearly linked to a new curricular goal or instructional delivery method.
11. Have support of all school departments and teachers involved in implementing the grant program.
12. Not primarily support an extracurricular organization or club.
13. Include all necessary components of implementation, including any construction or installation work, and comply with all CCSD insurance and safety requirements.
14. Have the support of the District technology department if technology is involved.
15. Have the support of the District Building and Grounds Department if physical alterations may be necessary.
16. Be carefully reviewed and approved by the school's principal.