CCEF
CLEAR CREEK EDUCATION FOUNDATION
"Inspiring Educational Excellence."

APPLICATION GUIDELINES
Mini-Grant Program: Open September 17, 2024 – October 23, 2024
CCEF invites applications for Fall 2024 Mini-Grant funding.
*Applications must be submitted electronically through the CCISD Portal no later than **October 23, 2024.***

What is a Mini-Grant:
- Creative and innovative projects that expand and enrich the academic environment and will significantly impact student academic achievements for online learners as well as in the classroom.

Eligibility:
- Must be an employee in CCISD wanting to make a difference for students.

Awarding of Funds:
- Grants will be awarded up to $1,000.
- The applicants with proposals selected for funding will be notified In December 2024.
- A mandatory virtual training for grant winners will be requested by the CCISD Grants Department to go over grant purchasing guidelines and timeline before funds are made available.
- Funds will be allocated by CCISD Grants Department by January 2025 and materials need to be purchased immediately for implementation by April 1, 2025.

Requirements and Guidelines:
- Approval of the Principal is required for ALL and will be emailed to them once all applications are submitted.
- All technology grants (computer software, hardware and equipment) must be approved by the Technology Department and must use quotes from CCISD Technology Purchase Pricing of a CCISD vendor.
- All grants requiring services from Landscaping for start-up OR maintenance must be approved by Facilities Services and will require an addendum that you must request.
- Individuals are only permitted to submit ONE Mini Grant application.
- All project activities must comply with CCISD purchasing policies and procedures.
- All purchases under these grants become property of CCISD. You will be sent stickers to identify the materials as Property of CCISD and funded by CCEF.
- All grantees are required to post a *Grant Winner* sign in a visible location on their campus/classroom to help support the Grants Program and raise awareness of CCEF's support.
- All grantees are asked to use of the Foundation logo and name where their project or program is being displayed or recognized including social media, websites and newsletters.

Grants will NOT be awarded for:
- Items which are already available through campus (including PTA's), district, state or federal funding.

Reporting and Evaluation for Funded Projects:
- A simple, evaluation survey will be emailed in March and is required by May 31, 2025.
- Grantees are encouraged to submit electronic photos for use in sharing the success of their funding and it is assumed that photos sent have appropriate photo releases for all shared photos. Photos and updates are welcome throughout the year and will be posted on or website and in social media.

Apply at https://apps.ccisd.net/CCEFGrants/Account/Login.

CCEF Grant Portal

Please Log in with your Network Credentials.

Username

Password

Log in

If you have any questions, please call 281-284-0031 or email dlaine@ccisd.net. For technical issues, please submit a Topdesk ticket.

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CCEF Grant Portal Home

MINI Grants

Name	Status	Guidelines	Grant Application Link
Mini-Grants	Open due: 10/23/2023	MINI Guidelines	New MINI Application

View/Edit	Submit/View Evaluation	Project Title	Date Started

CCEF Grant Portal Home

New MINI Application

Show All Sections

Applicant Information

*Name:	*Title:	*School:	*Grade(s)/Subject(s) Taught:	*Email:

*Phone:	*Address:	*City:	*State:	*Zip:

Principal/Supervisor

Project Information

Project Detail

Budget Details

☐ I have read the guidelines for this grant and agree that the information submitted is true and correct.

Submit Exit

Search

ID:

Campus:
— Select —

First Name:

Last Name:

Search Close

Principal/Supervisor

Add Supervisor

*Project Title

Characters remaining: 100

*Project History:
◉ An Expansion of an Existing Project ◯ A New Project

*List name of project previously funded by CCEF and year awarded.

Characters remaining: 100

*Which of the following targets does this project involve?
(Select all that apply)
☐ I. Classroom
☐ II. Online Learners
☐ III. Other

*What type of campuses are involved in this project?
(Select all that apply)
☐ I. Elementary
☐ II. Middle School
☐ III. High School

Project Start Date(MM/DD/YYYY):

Project End Date(if applicable):

*Does this grant involve landscaping?
◉ Yes ◯ No

*Have you already received proper approval for your landscaping project?
◯ Yes ◯ No (If not, please submit a Facilities Modification Application here)

*Grant Request $:
(Max is $1000)

$0.00

Characters remaining: 95

*Number of Students who will be directly impacted by this grant annually:

Characters remaining: 98

*Project Subject Area(s):

Characters remaining: 100

*Project Summary:

Characters remaining: 250

*Is this request a part of a larger project in which others are requesting additional funds through a mini-grant?
◉ Yes ◯ No

*If yes, please list other teachers on your campus that are submitting a mini-grant for this project:

Characters remaining: 1000

*Describe the need your project will address and how you will creatively/innovatively address that need for online learners as well as in the classroom.

Characters remaining: 1000

*What will students gain as a result of this project?

Characters remaining: 1000

*How will you achieve those outcomes described above?

Characters remaining: 1000

*How will you know the project has been successful? (Data can be quantitative and qualitative)

Characters remaining: 1000

*How will you celebrate this success?

Characters remaining: 1000

Develop a project budget and list specific materials, equipment, outside experts, etc. Estimate cost where not known. Note: Do not include items available from the school or school district.

Failure to complete a detailed budget item list will result in an incomplete proposal that will not be considered.

Item to be purchased	Total Cost	Budget Category	Purpose	Qty.	Vendor	CCISD Vendor?	Can Be Reused?	Delete

No Budget items Have been added

Add Budget Item

Total Per Budget:
$0.00

Grant Request:
$0.00

Total Students Impacted:
0

Student Cost per Grant Request:
$NaN

Does this grant involve technology?
(All requests that include software, hardware, and technology accessories must be approved by Technology Dept)
○ Yes ○ No

Is Partial Funding Possible?
● Yes ○ No

*If yes, Partial Amount Requested:
$0.00

New Budget Item

*Item to be Purchased:

Characters remaining: 100

*Quantity:
—   +

*Total Cost:
$0.00

*Budget Category:
Any item such as computer accessories, computer mice, keyboards, monitors, printers, software etc. would be considered a "Technology Item"

-- Select --
-- Select --
Technology Item
Reading materials/library books
General Supplies
Other

*Is this a CCISD Vendor?
○ Yes ● No

*Can item(s) be reused?
○ Yes ● No

Add Item   Close

apps.ccisd.net says

For the question: Is this a CCISD Vendor? You selected No. It is strongly recommended that you select a current approved ISD vendor. If you do not, the process to approve a new vendor takes more time and will require your assistance in setting them up as an approved vendor before you can purchase grant materials.

OK

*If yes, how will grant change with less funding?

Will additional funding be needed to sustain project?
● Yes ○ No

*If yes, please explain further with reason and plan:

Are the requested materials or services available through current or future CCISD resources?
● Yes ○ No

* If yes, please justify why you are requesting them:
NOTE: If yes, it is very unlikely this application would be approved since the resources will be available through CCISD and it is advised not to submit this application now until further evalutaion.

Please Note:

Funding will not be granted for projects that call for purchases of materials or services available from the school district including technology.

Stipends and other salary payments to the applicant are not permitted. Funds cannot be used for consultant fees, seminar registration fees, travel and other related expenses.

Funds can only be spent for the specific materials requested of the grant awarded.

☐ I have read the guidelines for this grant and agree that the information submitted is true and correct.

Submit   Exit

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