



2023 Fall Grant Campaign

Awarded up to \$5,000

Who is eligible to apply?

Individuals or teams of individuals who are involved in the instruction of students or related student academic support services, including:

- Individual Teachers
- Grade Levels/Departments
- Principals/Directors

What grant proposals are eligible for consideration?

Proposals for ideas to begin in the 2023-2024 school year that fund:

- Instructional/classroom materials
- Parent involvement programs
- Any activity or material that supports higher levels of student academic achievement.

Grant applications must be **completed** and turned in by the deadline in order to be considered. Grant amounts will be considered up to \$5,000.

When will the grants be awarded?

Winners will be notified on Tuesday, October 31, 2023.

How to apply

Step 1: Download this form to your computer and save it before completing the form – otherwise all of your hard work will be lost!

Step 2: **After saving the form**, fill it out and have your campus principal and other applicable directors sign your application.

Step 3: Submit the completed application to Savannah Steffey at the COCISD administration building in one of three ways:

- Scan and email it to ssteffey@cocisd.org
- Send the completed application via interoffice mail
- Deliver it in person

Applications must arrive at the administration office **no later** than 4 p.m. on
Thursday, October 19, 2023

Late arrivals will not be accepted!

COEF 2023 Fall Grant Application

Project Title:

Project Area: (Please check all that apply)

<input type="checkbox"/> STEM	<input type="checkbox"/> Reading/Literacy	<input type="checkbox"/> Humanities
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> At-risk students
<input type="checkbox"/> (Pre-K through 2 nd grade)	<input type="checkbox"/> Computer Technology	<input type="checkbox"/> Career Tech
<input type="checkbox"/> Campus-wide Initiative	<input type="checkbox"/> Parent & Community Engagement	<input type="checkbox"/> Other

Name of Applicant (main contact)

Signature of Applicant

Grade Level(s): _____

Subject(s): _____

Number of students the project will impact: _____

Amount of Grant Request *(Must match amount on Proposed Budget Sheet):*

\$ _____

***Signature of Principal**

(Required for all applications.)

Date

***Signature of Director of Technology**

(Required only when funds will be used to purchase technology and/or media equipment.)

Date

***Signature of Director of Maintenance**

(Required only when project will involve construction, installation or maintenance personnel.)

Date

COEF 2023 Fall Grant Application, cont.
(Attach more information to the back of application, if needed)

Project Proposal: *Briefly describe your program/project. How is it innovative?*

How will this program/project meet the academic needs of students?

List activities and timeline. Please be specific.

Describe how you will know if your objectives are met. What is your evaluation strategy?

Have you received Grant funds from the COEF previously? _____ If so, when?

IMPORTANT

- Use the award for the purpose intended.
- Order what you need as soon as possible through COCISD vendors. If a district vendor is not available, alternate vendors may be considered.
- Have your project up and running by the end of the 2023-24 fall semester.
- Complete a grant evaluation. Evaluations may be submitted at your convenience, but the deadline to submit your evaluation is Friday, May 24, 2024.

All materials funded by the COEF remain the property of COCISD. If a grant recipient changes campuses or leaves the district, the materials must remain on the original campus unless otherwise agreed upon by the campus principal.

The number of grants and the amounts awarded will depend on funds available from the COEF.

Grants will be awarded at the sole discretion of the COEF based on pre-determined criteria, in accordance with the stated mission and purpose of the Foundation

COEF 2023 Fall Grant Application

Proposed Budget

Grant Budget Clarified: District-approved bid prices will help you estimate items you need with reliable costs. Please list all supplies needed for your grant. Be sure to allow for unexpected costs, i.e., shipping.

ITEM	VENDOR	UNIT COST	QTY	SHIPPING	TOTAL
*Total Grant (this amount MUST match your top sheet)				Remember COCISD is Tax-Exempt	