

# **Chariho Community Innovative Projects Fund** **Grant Application Packet**

## **Grant Application Instructions**

**For your grant application to be considered, your proposal must include the following three components:**

1. The completed **Project Summary** form (see page 2).
2. A brief **Project Description** as specified on page 3 of this application. Your Project Description should be limited to one page.
3. An itemized **Project Budget** also described on page 3. The budget should be on a separate page.

*Please Note:* CCIP Grants cannot be used to fund salaries, stipends, political activities or capital equipment such as furniture and fixtures or computer systems.

When CCIP funds are used to buy devices such as digital cameras, pedometers, etc. these devices should be placed in the school's Media Center at the conclusion of the project. The devices will then be available for other projects in future years.

**One copy of the completed application must be emailed to David Capaldi, Chair-CCEP Grants Review Committee at [dacapaldi@aol.com](mailto:dacapaldi@aol.com) and a second copy, signed by the principal, mailed to:**

**CCIP Grant Review Committee  
C/o Community 2000 Education Foundation  
P.O. Box 1161  
Charlestown, RI 02813**

Only applications received by the deadlines at the above addresses will be considered.

**Proposals for the spring round of CCIP grants must be emailed to [dacapaldi@aol.com](mailto:dacapaldi@aol.com) on or before May 1st.**

**Proposals for the fall round of CCIP grants must be emailed to [dacapaldi@aol.com](mailto:dacapaldi@aol.com) on or before October 15th.**

If your project is one of those selected for a CCIP grant, we will notify you before the end of this school term. Funds will be available before the beginning of the following term.

Within the month after conclusion of your project, you must submit a brief report that indicates your success at meeting your projects objectives.

For answers to any questions regarding the CCIP grant program in general or the application procedures in particular, contact David Capaldi, Chair-CCEP Grants Review Committee at [dacapaldi@aol.com](mailto:dacapaldi@aol.com) or Chris Philips at [jchrisphilips@aol.com](mailto:jchrisphilips@aol.com) or 322-1182.

**Chariho Community Innovative Projects**  
**Grant Application**  
**Project Summary**

Date:

1. Name and Address of the individual, class or organization requesting funds:

Name:

Address

2. School address (if different from above):

3. Contact person & title (student, teacher, parent, etc.):

4. Phone:   Email:

5. Amount requested: \$

6. Type of project proposed (individual, class, club, etc):

7. Grade level:

8. Duration of proposed project:

9. Primary purpose of the proposed project: (Attach a separate sheet if necessary)

10. Beneficiary(s) the proposed project:

11. Total number of students involved in the proposed project:

12. Total number of staff involved:

13. Total number of parents involved:

14. Name of partnering organization(s), if any:

15. Total cost of the proposed project: \$

# **Chariho Community Innovative Projects** **Grant Application**

## **Project Description**

On a single page, please supply the following information about your proposed project.

- State the purposes, goals and primary activities of your project and indicate any special materials or services that are needed to complete it.
- Show a timetable for implementing the activities and completing you project.
- Indicate the class, school and/or community needs or challenges that this an effort will address.
- Identify any organizations that are collaborating in the project and why they are beneficial partners.
- Define your criteria for measuring the success of the project.
- If applicable, describe any long-term benefits gained from your project.
- List other companies or foundations, if any, that you are approaching for funding and the amount requested.

*If you are a non-profit organization requesting our support and are not directly connected with the Chariho Regional School District, please provide us with a brief description of your overall activities and programs and your reasons for sponsoring the proposed project. This can be a separate document if you have a brochure that describes your organization.*

## **Project Budget**

Provide a line-by-line statement of the proposed budget for your project, on a separate page. The budget should indicate the dollar expenses and incomes shown below, but is not limited to these items.

### Expenses

- Equipment
- Supplies
- Printing and copying
- Telephone and fax
- Postage and delivery
- Travel and transportation (at 30 cents per mile)

### Income expected from other sources (if any)

- Individuals
- Partners
- Fund raising events

*(The difference between Total Expenses and Total Income should equal the amount of your grant request.)*

### In-kind Support

- Compute the \$ value of in-kind services by multiplying total volunteer hours by \$10/hour.
- Indicate the \$ value of any equipment or services donated to the project by individuals or organizations.