Cumberland Education Foundation (CEF)
Grant Guidelines

1. **Applicant Eligibility**

Cumberland School Department administrators, faculty, support personnel, and club/activity supervisor to an academic oriented program may apply for funding to support enrichment projects that benefit Cumberland Public School students. Collaboration across classrooms, grades, disciplines and schools is strongly encouraged.

2. **Project Eligibility**

CEF will award grants for proposals that focus on traditional academic subjects, visual and performing arts, STEAM, and those that promote community/cultural learning experiences. In addition, CEF will look at grant proposals that:

- employ innovative methods or techniques to inform and educate
- show the most promise of significantly enhancing the educational process
- have a direct and immediate impact on the largest number of students
- yield materials or processes that will benefit future students

CEF grants are not intended to replace or relieve the existing responsibility for public funding of schools nor are they intended to be a substitute for normal budget growth and maintenance. These may include: compensation shortfalls, capital improvements, professional development opportunities that are outside the district or not tied to the curriculum, equipment purchases that are not part of a specific project, and the ongoing maintenance of existing curriculum programs.

3. **Application Process**

Applicants should develop their proposal idea. Next, they should review proposals with administration to ensure they are in line with the district's goals and specific school objectives. Applicants are encouraged to discuss proposals with colleagues and solicit their feedback and support for participation in the grant proposal. Applicants must complete the grant application and have their building administrator endorse the application. Applications can be submitted via google form.

4. **Application Evaluation**

The CEF Board will review grant applications based on the criteria outlined. The Grant Evaluation Rubric is provided. All applications should comply with the following:

The application must be complete and comply with deadlines. It should be a clearly typed presentation and include the appropriate forms. The applications should be clearly written and understood by non-educators. It must include all authorizing signatures. The proposal should demonstrate creativity and innovation in educational programming. Proposals may seed an initiative that can be replicated in other schools or grades, promising to benefit students in future years. If programs include a request for equipment funding, the application should detail an educational program in which the equipment would be used. All technological hardware requests need to be pre-approved by the Cumberland School Department Director of Information Technology. The proposals should not seek retroactive funding for an existing program.

Cumberland Education Foundation
Grant Application Rubric

Grading Criteria	4 Extraordinary	3 Compelling	2 Satisfactory	1 Insufficient
Overall application	A well-written, complete and compelling proposal.	A well written and complete proposal.	A complete proposal.	An incomplete proposal.
Goals and Objectives	The goals and objectives are clearly defined. It provides an opportunity for extraordinary instruction, innovative curriculum and aligns with district goals.	The goals and objectives are stated. It provides a compelling opportunity for instruction, enhance curriculum and align with district goals.	The goals and objectives provide an opportunity to improve instruction but do not align with district goals.	The goals and objectives are not clearly stated or are omitted. It does not facilitate instruction and there is no connection to district goals.
Implementation of Plan	Complete, detailed plan of implementation, that includes specifics on usage, management, timeline, collaboration with others, and method of assessment. The potential of the grant is maximized.	The plan of implementation is complete. A timeline is provided and is attainable. An effort to maximize the potential of grant is demonstrated.	The plan of implementation is missing some level of detail and requires further work.	The plan of implementation lacks detail and does not appear to be well thought-out, leaving the idea unattainable.
Compelling need and collaboration	The rationale of the project is clear. The proposal is infused with creative ideas and includes a collaborative approach.	A rationale for the proposal is provided. The proposal incorporates some creative ideas and attempts at collaboration.	The rationale for the proposal is weak. It does not demonstrate an attempt to collaborate or incorporate creative ideas.	The project rationale is unclear or omitted. It does not demonstrate collaboration or include any creative ideas.

Evaluation	A comprehensive method for evaluating the impact is provided, including mechanisms to obtain and analyze evidence and user feedback.	A clear method for evaluating the impact is outlined, including user feedback. An effort to obtain and analyze evidence is demonstrated.	A limited method of evaluating the impact.	It is not clear how the grant will be evaluated.
Impact	The grant will reach a large number of students in both initial and subsequent years.	The grant will impact a large number of students in the initial year only or will reach a smaller number in the subsequent years.	The grant will reach a small number of students for a limited amount of time.	The grant reach is not clearly identified.
Budget	A detailed budget is provided for all areas of the project and the costs seem reasonable.	A detailed budget is provided.	A budget is provided but it is missing detail and there are questions about the reasonableness of costs.	The budget is insufficient and lacks detail and information.