



The Cold Spring Harbor Educational Foundation is a community based 501(c)(3) non-profit corporation dedicated to raising funds for initiatives and grants that ensure the legacy of educational excellence in our public schools.

Preliminary Grant Application

2023-2024 School Year

Introduction & Background

The Cold Spring Harbor Educational Foundation (The Foundation) is committed to raising funds for initiatives and grants that ensure the legacy of educational excellence in our public schools. Proposals from all district schools, grade levels, and curriculum areas related to, but not limited to, science, technology, arts, math, and literacy are encouraged. Applications will be evaluated by The Foundation board based on criteria set forth below.

1. Applicant Eligibility

Grant proposals may be submitted to The Foundation by:

- Faculty, staff, department heads, and administrators within the district
- Students and student organizations within the district

2. Grant Criteria for Consideration

The following are the guidelines for consideration:

- Well-conceived project that enhances curriculum and is clearly described
- Defined objectives
- Adherence to mission of The Foundation and the school district
- Building principal has read, agreed to, signed, and dated the proposal
- Listing of all stakeholders (all persons involved in carrying out the project)
- Number of students impacted by grant

- Which schools within the district will benefit
- Estimated budget of the grant
- Reasonable timeline for project implementation, expected beginning and end dates
- Information regarding what the students will do and how the students will be impacted by the grant award
- Explanation of what the expected outcome will be, its implementation, and progress (for example, measurable data points)
- Sustainability of grant
- Collaboration between educators
- Scalability of project

The Foundation has proudly funded grants that have met all or some of the following criteria:

- Grants that enhance the existing academic program, curriculum, guidance or counseling functions of the Cold Spring Harbor Central School District (CSHCSD).
- Grants that enrich - not duplicate or replace - the current curriculum and educational structure of the CSH public schools.
- Grants that reflect the goals of the CSHCSD and have the support of a building supervisor and appropriate curriculum personnel.
- Grants that impact a broad number of students and have lasting or sustainable educational value.
- Grants that are innovative and creative in teaching and/or learning.
- Grants that implement new and experimental methods of teaching.
- Grants in which the results can be evaluated by some measure of quality and be expanded and replicated if successful.
- Grants that fund capital improvements.
- Teacher Grants are limited to a maximum of \$2,000, unless otherwise indicated.
- Grants that promote innovation in learning.

The Foundation will not fund:

- Grants that replace or relieve existing responsibility for public funding of school programs nor are they intended to substitute for normal budget growth and maintenance.
- Grants without the appropriate required approvals.
- Grants that fund teacher stipends or substitute teacher fees.

- Grants that fund travel expenses for district employees.
- Grants that fund tools/equipment and consumable items that should be provided for in the school budget, standard classroom supplies, or maintenance and facilities costs.
- Food and drink of any kind, unless they are critical to the project's success.
- The Foundation will not grant funds for non-specific expenses. Budgets must be clearly defined and listed. Pricing within your budget must be exact or directly quoted. Please supply the source of your price quotes.

*The above funding guidelines, procedures and requirements represent the guiding principles of the Cold Spring Harbor Educational Foundation. Under various circumstances, the Board of Trustees of The Foundation may choose to provide or not provide funding which differs from the terms of these guidelines.

The Foundation welcomes inquiries prior to writing grant applications to discuss viability of projects. Please contact us if you would like to discuss a potential grant application.

Submission Guidelines & Requirements

The following are submission guidelines & requirements for Grant Proposals. Please be as specific as possible.:

1. Project Title
2. What is the overall objective of the project?
3. How will the project enhance the curriculum and benefit the student learning experience? Describe the learning outcome you expect students to achieve.
4. Whom and how many will the project serve?
5. How could this project be sustained?
6. What is the estimated timing of the project?
7. Please include a proposed budget outline of the project.
8. Is your project already in existence in Cold Spring Harbor Schools?

9. If we are unable to provide all of the funding requested, are you interested in a grant to cover part of the funds needed? Yes or No

- If yes, outline how you could alter the project to implement with partial funding.

BOE Goals

- Applicant Commitment Statement has been signed by all key personnel
- Comprehensive budget to include all equipment, materials or services to be purchased
- Explanation of how the success of the project will be determined (specific data-driven metrics)

Evaluation Factors

How will my application be evaluated?

The Foundation board members will evaluate all applications. Each application is evaluated on the adherence to the criteria set forth above. There is no limit to the number of grants one applicant may be awarded in any one year, or over the course of many years. During the review process, members of the board may contact the primary applicant for further information or clarification of a particular application. After evaluation, the board will contact the applicant to proceed with an official grant application, which will be voted on by the board.

How does The Foundation work with the Administration?

The Foundation strives to fund projects that have the support of the school district. For this reason, it is imperative that the appropriate administrators are aware of the application. This ensures The Foundation that the project is both feasible and supported by the school district.