



# CUSF

## Career Awareness Grant Application

Up to \$3,000

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**DEADLINE: Midnight Sept. 30, 2021**



**Champaign Urbana Schools Foundation**

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## Career Awareness Grant Program

### Overview

The Champaign Urbana Schools Foundation will award a monetary grant to Unit 4 or District 116 educator and at least one community partner. The purpose of this grant is to support and enhance opportunities for career awareness in grades K-12. Grants will be awarded on a merit basis in keeping with the eligibility and review criteria outlined below. All grant applications must be initiated and signed by a Champaign Unit 4 and Urbana District 116 educator.

### How to apply

- ✓ Provide a 1-page summary of intended project with budget to CUSF by deadline.
- ✓ Obtain the necessary signatures of all participants and partners proposed in your application.
- ✓ Submit a single copy of the application to both superintendent offices **for their records**.
- ✓ **Return the completed grant proposal by midnight on 9/30/21 via mail, personal delivery, email. Applications received after 12 midnight will NOT be considered.**
- ✓ **Grant awardees will be announced the last week of October, exact date of announcement TBD.**

### Application guidelines

#### Funding

1. Grant proposals that have the potential to increase opportunities for students to understand careers and educational pathways beyond their high school experiences will be considered.
2. Funds will **not** be appropriated to salary for existing staff, teacher air-travel or hotel accommodations. Funds will **not** be appropriated for the purchase of textbooks and/or supplies for *regular* and/or existing curricula.
3. Residencies may only be partially funded.
4. The grant application must be for funding and implementation in the **2021-2022 school year**.
5. Grant money is available to recipients, through the CUSF office as of **October 20, 2021**.
6. Unspent funds by **May 1, 2022** will be returned to CUSF for re-distribution.
7. **A presentation of your project may be required at the CUSF 365 Club Breakfast.**
8. **A FINAL REPORT will be due within 60 days of project completion or by JUNE 1, 2022. CUSF will provide the form for the final report.**

### Grant Selection

The selection committee, will use required elements listed below to guide deliberations regarding all applications. Applications must support or enhance career and or technical education awareness for students. Applications that do not support the CUSF mission will not be considered.

**Champaign Urbana Schools Foundation Mission: To elevate the excellence in Champaign and Urbana public schools by investing in teachers and students.**



## **Suggested proposal format):**

- 1. Proposal Synopsis:** Provide a brief summary of your proposal that includes the proposal goals, objectives, activities, and desired outcomes.
- 2. Proposal Narrative:** (questions to consider when writing your proposal)
  - Goals:** What are the goals of your proposal?
  - Objectives/activities:** What are the activities that will help you meet your goals?
  - Outcomes:** How will evidence outcomes be used to determine whether the goals have been met?
  - Collaboration:** How will you work with community partners? How will this proposal strengthen connections with the community partners?
  - Impact:** How many students (total) will be directly served by this proposal? How will this proposal increase student understanding of careers and career pathways? How will this proposal continue to benefit students after the initial grant period is completed?
  - Sustainability:** Can this proposal be repeated by another educator? If this proposal is repeated how will training be provided? Can your partnership with the community partners be continued beyond this initial grant?
  - Innovation:** Does your proposal incorporate new ideas, concepts and experiences that can enrich career awareness? If this proposal includes technology describe how it will enhance the proposal.
- 3. Timetable:** Provide a detailed timetable and include training, if any, for implementation of this proposal.
- 4. Budget:** Outline a realistic, accurate, and complete budget. Include other grant/monetary sources if they are part of your proposal. List community partners and describe the roles of these partners and the support, financial or otherwise, they are providing. If substitute teachers are needed for the proposal, include those expenses in your budget.
- 5. Signatures:** Obtain required signatures from all educators, principals, listed community partners and district technology directors if requesting technology.

### **Each of the following factors will be given primary consideration in scoring:**

- Goals – Are the goals of the proposal clearly stated?
- Objectives/Activities – Are the objectives/activities clearly outlined?
- Outcomes – How will outcomes be measured?
- Collaboration - Does proposal have a community partner? What role does this partner play?
- Impact – How will the proposal benefit the students? Can it be translated to other classrooms? How many students will be affected? Will the project meet a need that is unmet?
- Timetable – What is the timetable and can it be accomplished? Is the timetable realistic, well thought out?

### **The following factors will also be considered in scoring:**

- Sustainability – What is the longevity, lifecycle of the project? Can it persist past this year?
- Innovation – Does the project incorporate new ideas or incubate an existing idea for career awareness?
- Budget – Is the budget presented accurate, organized, realistic and show careful use of the funds?



## CUSF CAREER AWARENESS GRANT APPLICATION COVER PAGE

**PLEASE RETURN THIS COVER PAGE WITH YOUR PROPOSAL - THIS IS REQUIRED – DO NOT MAKE YOUR OWN.**

Proposal Title \_\_\_\_\_

**AMOUNT REQUESTED (up to \$3,000):** \$ \_\_\_\_\_

Grade Levels impacted by proposal \_\_\_\_\_ Approximate # of students directly impacted \_\_\_\_\_

Lead Name \_\_\_\_\_

Lead School \_\_\_\_\_ Grade Level \_\_\_\_\_

Lead Position \_\_\_\_\_ How Long \_\_\_\_\_

Lead Email \_\_\_\_\_ Lead Phone \_\_\_\_\_

Partner Name (if any) \_\_\_\_\_

Partner School \_\_\_\_\_ Grade Level \_\_\_\_\_

Partner Position \_\_\_\_\_ How Long \_\_\_\_\_

Partner Email \_\_\_\_\_ Partner Phone \_\_\_\_\_

**Principal's signatures: I have read this proposal and can support it in our building in 2021-2022.**

**Lead Principal's Signature (required)** \_\_\_\_\_

**Partner Principal's Signature (required)** \_\_\_\_\_

**Will this grant add to or change your building's technology? IF SO, you must have approval by the district technology Dir.**

**Unit 4, Technology Director's Signature** \_\_\_\_\_

**District 116, Technology Director's Signature** \_\_\_\_\_

**Community Partner(s)/Organization** \_\_\_\_\_

**Community Partner Lead Name:** \_\_\_\_\_

**Community Partner Signature: (required)** \_\_\_\_\_

**PLEASE READ AND SIGN**

***If I receive CUSF funding for this proposal, I agree to provide all reports as required and to possibly provide a presentation describing the implementation of this proposal upon the Foundation's request. In addition, by accepting funding from the CUSF, I agree that this project concept may be shared with other educators in the future.***

**Lead Contact Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_