



Chickasha Public School Foundation

March 2, 2010

Dear Chickasha Teacher:

The Chickasha Public School Foundation is pleased to present this "Grant Package" to you. Attached you will find some suggestions, as well as the two page Grant Application Form. Please feel free to duplicate the application. Your name is necessary only on the cover sheet of the application. Thus, the application will be anonymous to the committee.

Every teacher is encouraged to submit a grant application. The committee will give priority to original, creative requests or programs for which school district funds are unavailable. The committee will be composed of persons representing the schools, the community and the CPS Foundation. Please keep in mind the CPSF hopes to enhance the educational process. We are continually reviewing the processes of the Grants to Teachers program to be most efficient for you the teacher, and the committee selection process.

All Grant Applications should be word processed. The deadline for submission to your school principal is noon on Wednesday, April 7th, 2010. This date ensures you have adequate time before year end to submit the necessary paperwork for purchase order processing should your grant be approved and allows the committee process ample time for review and selection. In some cases partial funding may be awarded. Notification of grant recipients will be no later than the first full week of May 2010. Approved grant paperwork will follow normal Purchase Order Procedures and go through your school secretaries, to the purchasing office and will be required upon checkout at end of school. Requisitions will be available after July 1st, 2010. Notification will be provided by e-mail when a purchase order has been assigned for your grant.

Every Student Needs A Great Foundation

P.O. Box 2443
900 W. Choctaw
Chickasha, Oklahoma 73023
www.Chickasha4Kids.com
Phone (405) 222-6506, ext. 1009 Fax (405) 222-6590

We are working to enable you to utilize these funds for the entire school year and allow you to work it in to your planning process and implementation. Thank you for your commitment to our students. We are very proud of the work that has been done for our students with past grants and are looking forward to a very rewarding year. On behalf of the Board, let me express to you that we are here to help and support you and your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'CF', written in a cursive style.

Chris Ferguson
President

CHICKASHA PUBLIC SCHOOL FOUNDATION

Grant Writing Application Helpful Tips

1. All equipment and materials purchased with these grant funds becomes the property of Chickasha Public Schools. The site administrator should be notified so the items can be placed on the school inventory upon receipt of materials.
2. Your chances of receiving a grant will be better if your idea is educationally sound and shows creativity. Include how PASS Objectives fit into your project.
3. Discuss the concept with your school principal. Principal's commitment is essential. Will your project impact the physical plant or the learning environment of students not included in the project?
4. Have a clear idea of what you want. You have to make your case in type-written form. In a clear and concise sentence or short paragraph, describe your project and why it deserves to be funded.
5. Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs. Example: Six "Learning to Read" books, ABC Supply Co., \$33.00 plus postage of \$3.00
6. It is okay to submit more than one proposal at a time and to resubmit the same proposal if denied before. Revisit the previous proposal to see if there is any improvement necessary and/or to update your information.
7. If you are scheduling a field trip, please include the bus driver's fee, the number of miles expected to travel and the average cost of fuel per gallon.
8. Photographs may be taken of your grant, or visits may be scheduled to see your grant at work.

If you have any questions or need any additional assistance, contact Lou Christian, Executive Director at the administrative office at extension 1009, or via e-mail at LChristian@chickasha.k12.ok.us

Happy Writing!