

**GRANT APPLICATION
PROCESS**
Guidelines and Procedures

Clovis Municipal Schools Foundation

**Clovis Municipal Schools Foundation
Educator Initiative Program (EIP)**

Guidelines for Grant Applications

Purpose:

The Educator Initiative Program (EIP) is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches to the accomplishment of classroom program objectives.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Clovis Municipal Schools who are involved in the instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin and end during the current or upcoming school year and which meet the selection criteria.

Award of Funds:

Grants of up to \$1,000 will be awarded to individual teacher initiated programs or projects. Grants of up to \$5,000 will be awarded to campus teams, departments, and district initiated programs or projects. Only one grant per school will be awarded per grant cycle. The number of awards will depend on funds available from the Clovis Municipal Schools Foundation.

Due Date:

All grant applications should be submitted electronically to the Foundation Grant Committee by 4:30 pm, October 8, 2021.

Selection Criteria:

- The degree to which the proposal addresses important classroom program objectives.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of teaching objectives.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including: (a) specificity of objectives; (b) clarity of description of instructional procedures, methods, or treatments; and (c) correspondence among evaluative procedures, objectives, and treatments

Selection Process

1. Electronic Grant Applications can be accessed at the CMS Foundation Web Site:
<https://www.clovis-schoolsfoundation.org/grants>.
2. Teacher initiated applications must be reviewed and signed by the principal.
3. The Foundation Grant Committee will meet and discuss each application. Upon review of all grant requests, the Grant Committee will select winning packages based on meeting selection criteria, quality of package, and availability of funds.
4. If recommended for approval, the application is presented to the Foundation Board of Directors in summary form for review and formal approval.
5. Applicants will be notified of the Foundation's decisions.