

Central Valley CSD Foundation Funding Application

Application Process

These are the necessary steps provided by the Central Valley CSD Business Manager and the Central Valley CSD Foundation Board for requesting funds from the Foundation and for the Foundation to pay approved requests.

Staff Member refers to the person(s) making the request.

The Staff Member is responsible for steps 1, 2, and 8.

1. Staff Member completes the current six (6) page "Central Valley CSD Foundation Funding Application" form. *Old or incomplete forms will no longer be accepted.*
2. Staff Member takes request for funding to his/her Building Administrator for approval. Building Administrator must sign off on page four (4).
3. Building Administrator approves the request and forwards it to the Superintendent of Schools for approval.
4. The Superintendent forwards the request to the Foundation. The request must be received six weeks prior to the activity or event. Large requests may require a presentation to the Foundation *prior* to approval.
5. The Foundation decides to fund all or part of the request. Business Manager and Staff Member will be notified by the Foundation's award letter that is sent to the Staff Member.
6. Business Manager, as district purchasing agent, orders those goods on a district purchase order, thus avoiding possible payment of any NYS Sales or Use tax.
7. Business Manager forwards copy of invoice to Foundation as proof of purchase.
8. Staff Member requesting funding must personally make a follow-up presentation at a Central Valley CSD Foundation meeting to discuss their project, along with a written copy of accounting of all funds for their project for the Foundation to keep on file. *Payments to the school will not be made until this step is completed.*
9. Foundation sends a check payable to the Central Valley Central School District for the award amount to the Business Manager, who will bring it before the Board of Education for acceptance of donation.
10. Board of Education accepts donation and the Business Office deposits the Foundation check in the school's account to offset the original expenditure.

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Application Requirements

When submitting an application for funding from the Central Valley CSD Foundation, please follow the guidelines as set forth below on separate paper. Typed applications are preferred. Please refer to and reference the attached rubric when completing the application.

All projects will be evaluated at the monthly meeting following submission, with funds distributed sometime during the next month. As such, project leaders should plan accordingly. Meetings are generally held the last Wednesday of the month. A calendar of dates can be found on the Foundation website at <http://centralvalleycsdfoundation.org/meeting-dates/>.

Funds are distributed as available and thus project leaders are encouraged to reapply if a project from a previous year was not funded due to lack of resources.

1. **Rationale:** the instructional areas in which the learning experience will take place and the data used to identify the need to implement these particular learning experiences. Explain how this project will meet student needs in these areas. Be sure to identify the New York State Learning Standards and the specific performance indicators to be assessed.
2. **Work Plan:** how you will implement the innovative and creative project. Describe the methods of the project leading to student mastery of the standard and performance indicators. Be sure to include materials and resources needed, the activities to be carried out, the timeline of events, and how you might modify your approach as the project develops.
3. **Outcomes:** the change in professional practice and student learning you expect to achieve at the completion of the project. Specifically, explain what students will know and be able to do as the result of the project.
4. **Evaluation:** how you will assess the outcomes of the project. Be certain to include the evaluation of the teacher learning as well as the student learning.
5. **Budget:** the budget requirements for the project in detail. Be certain to describe school district and community support for your project. Cost per students and/or future use of project may be taken into consideration.

Note: The Foundation expects that project leaders who receive funding will complete the Project Summary after the conclusion of the project. Leaders who do not complete this summary may not be eligible for future funding.

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Application Rubric

Project Title:		Date:	Total Score:	
	Exceeds Standards – 3	Meets Standards – 2	Below Standards – 1	Score
Information Provided	The proposal information is complete and includes the name of the project, the lead contact, clear rationale, supportive data, a complete work plan, outcomes, evaluation, and budget plan.	The proposal includes the following with limited detail the name of the project, the lead contact, rational, data, a work plan, outcomes, evaluation and budget plan.	The proposal information is incomplete.	
Rationale & Relationship to Student Achievement	The proposal topic clearly identifies the instructional area(s) to be addressed through an innovative and creative project. Data is provided to support the area(s) of need, and the project is congruent with New York State Learning Standards and Performance Indicators (www.nysed.gov)	The proposal topic is congruent with New York State Learning Standards and Performance Indicators.	The proposal topic is not clearly defined and/or not congruent with New York State Learning Standards and Performance Indicators.	
Work Plan	The proposal describes, in detail, the materials and resources needed, the activities to be carried out, the timeline of events, and possible modifications to activities as the project progresses. The work plan should also address the repeatability of the project in the future.	The proposal describes some components of the work plan.	The proposal does not adequately describe the work plan.	
Outcomes	The proposal describes, in detail, the positive impact on teacher leaning and student achievement.	The proposal describes some outcomes of the project.	The proposal does not adequately describe the outcomes of the project.	
Evaluation	The proposal describes, in detail, the means by which the project will be assessed. Assessment includes explanation of how the project serves to improve teaching and learning.	The proposal describes some means by which the project will be assessed.	The proposal does not adequately describe the means by which the project will be assessed.	
Budget	A clear and concise budget is provided and includes a description of school district and community support for the project.	A general budget is provided, but specifics are not included.	The budget information is incomplete.	
Comments				

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Project Summary

Name of project:			
Project leader:			
Other project participants:			
School building:			
Financial amount requested:			
Briefly outline the project:			
Discuss the impact of the project on teacher practice and student learning:			
Please complete the New York State Learning Standards checklist on the next page.			
Project Coordinator:		Building Administrator:	
Signature:		Signature:	
Date:		Date:	
***** Foundation Use Only *****			
Date of Approval:		Reason for Rejection:	
Rejection Date:			
Date of Check:		Check Number:	
Check made payable to: Central Valley Central School District			

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NYS Learning Standards

Please identify the NYS Learning Standards that apply to this project by checking the circles below:

ELA:

- Students will read, write, listen, and speak for information and understanding.
- Students will read, write, listen, and speak for literary response and expression.
- Students will read, write, listen, and speak for critical analysis and evaluation.
- Students will read, write, listen, and speak for social interaction.

Mathematics, science, and technology:

- Students will use mathematical analysis, scientific inquiry, and engineering design as appropriate to pose questions, seek answers, and develop solutions.
- Students will access, generate, process, and transfer information using appropriate technologies.
- Students will understand mathematics and become mathematically confident by communicating and reasoning mathematically, by applying mathematics in real-world settings, and by solving problems through the integrated study of number systems, geometry, algebra, data analysis, probability, and trigonometry.
- Students will understand and apply scientific concepts, principles, and theories pertaining to the physical setting and living environment and recognize the historical development of ideas in science.
- Students will apply technological knowledge and skills to design, construct, use, and evaluate products and systems to satisfy human and environmental needs.
- Students will understand the relationships and common themes that connect mathematics, science, and technology and apply the themes to these and other areas of learning.
- Students will apply the knowledge and thinking skills of mathematics, science, and technology to address real-life problems and make informed decisions.

Social Studies:

- History of the United States and New York
- World history
- Geography
- Economics
- Civics, citizenship and government

Arts:

- Creating, performing and participating in the Arts
- Knowing and using arts materials and resources
- Responding to and analyzing works of art
- Understanding the cultural dimensions and contributions of the arts

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NYS Learning Standards (Continued)

Languages other than English:

- Students will be able to use a language other than English for communication.
- Students will develop cross-cultural skills and understandings.

Career Development and Occupational Studies:

- Career development
- Integrated learning
- Universal foundation skills
- Career majors

Health, Physical Education, and Family and Consumer Sciences:

- Personal health and fitness
- A safe and healthy environment
- Resource management