



## CCMCSF MINI GRANT PROGRAM

# FREQUENTLY ASKED QUESTIONS

### **Where can I complete the Mini-Grant application?**

<http://www.capechartersfoundation.org>

### **What is the typical range of funding awarded per grant?**

Funding for CCMCSF Mini-Grants ranges from \$50.00 to \$1,500.00. Outside grant opportunities will be sought out for applications requesting amounts in excess of \$1,500.00.

### **What types of projects are NOT eligible for funding?**

- Completed projects or expenses that have already been paid.
- Individual assistance, one-time events, sponsorships, scholarships or fellowships.
- Personal development expenses including training expenses, travel or lodging.
- Capital construction projects or land/building purchases.
- Clubs and sports teams are not eligible for funding.

### **What is the relationship between the CCMCSF and the individual schools?**

The Foundation is a separate non-profit 501(c)3 organization whose fundraising efforts support the four charter schools in our system.

### **What are your deadlines for receipt of applications?**

Online grant applications will be reviewed on a quarterly basis throughout the school year.

### **How often can I apply for a Foundation Mini-Grant?**

There is no limitation on the number of projects an applicant can submit throughout the school year, however, each application must be for a unique project.

### **How will I be notified once the Foundation makes a determination on my grant request?**

Applicants will be notified following the quarterly review meeting whether the funding request was approved.

### **What do I do once a grant has been awarded to me?**

Instructions will be sent to each successful applicant as to the process for receiving the funds. In addition, the Foundation likes to promote the projects we are supporting and show the community the impact of our grants therefore we request that grant recipients submit follow-up pictures, video and/ or brief write up about project and how it is helping our students.



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# GRANT APPLICATION CHECKLIST

To fill out the Online Mini-Grant Application you will need the following information and documentation:

### General Applicant Information

- Applicant name(s), email address, school affiliation, position with school

### Grant Request Summary/ Project Details

- Project title
- Project start/ end dates and detailed timeline for implementation
- Project summary & project goals
- Number of students estimated to be reached
- Description of project objectives, how they will be met and how the success of the project will be measured.

### Project Budget

- Requested amount
- Total project budget
- Is partial funding helpful
- Project brief Line Item Budget

### Grant Evaluation

Refer to Rubric Assessment on our website

<http://www.capecharterschools.org/foundation>

***Note: Your request will not be considered unless all items in the application are completed.***