2025 Grant Information

The Cheyenne Schools Foundation is a public charity that is committed to enhancing education for all students attending Laramie County School District 1. For the 2024-2025 school year, the Foundation funded twenty-four grants totaling over $86,000 to classroom teachers. Now is the time to think about how a grant from the Foundation can make the 2025-2026 school year better for your students.

Mission of the Cheyenne Schools Foundation:
To provide enhanced academic, personal and vocational opportunities for LCSD1 students that
are beyond the capacity of the district budget.

Grants Available:

The **Student Enrichment Grant** provides up to $1,500 per grant for classroom-based projects that support the Foundation's mission. There is no limit on the number of Student Enrichment Grants an individual school can receive each year.

The **Excellence in Education Grant** provides up to $3,500 per grant for projects that support the Foundation's mission, involve multiple classrooms and/or schools and have a strong community connection.

The **Pat Noel Science Grant** provides up to $10,000 for exceptional projects in physics and chemistry. The project must involve a large number of students and have a multiple year impact.

Criteria:

All grant projects should provide an innovative and enriched educational experience for students and promote community interest and participation. Grants are judged by community members and are awarded at the discretion of the Cheyenne Schools Foundation Board of Directors, based upon available funds and the merit of grant applications.

Eligibility:

All school-certified personnel who are members of the professional learning community may apply for these grants. See the application for specific requirements and instructions.

Submitting the Application:

Do not print the application. Fill in the information in the spaces provided and follow the Submission Checklists and Instructions on page 3. This application is used for all grant types.

Deadline for Submission: September 12, 2025.

Questions:
Contact

Dr. Michelle Aldrich, Committee Chair
voice/text 307-760-6213 or
teachwyo@yahoo.com

2025 Grant Application

Restrictions:
- Grants are available only for use by Laramie County School District 1 (LCSD1) schools.
- Grant funds may not be used to cover costs associated with meals (discretion of board), parties, or salaries.
- Grant funds may not be used to cover costs incurred prior to the grant being awarded.
- Grant requests should not be made exclusively for consumable products.
- Equipment and material purchased with grant funds become the property of LCSD1.
- Disbursements will be made by Accounting and requests must meet LCSD1 guidelines.
- Grantees cannot have more than one grant open at a time.
- Each elementary school is allowed only one Excellence in Education grant per school year.

Format Guidelines:
- Applications must be submitted via email using this form. Handwritten, scanned, or printed applications will not be accepted.
- Supplementary material may be included as an attachment to the email.
- If you need additional space for a question, use the Comments section at the end of the application. Include the question number along with the extra information.
- Do not mention your name, the name of your school, or any other identifying information in the details of your grant. This allows the grant readers to provide an unbiased evaluation of your project.
- Not all grant readers are educators, so avoid specialized language and acronyms in your responses.

Administrative Approval:
School Principal: The school principal must approve all grant applications before they are submitted. If more than one school is involved, each principal must approve the application.

Assistant Superintendent of Instruction: The Grants Committee will coordinate the review by the Assistant Superintendent of Instruction. This review will ensure that the projects align with the curriculum and strategic plan. The application will also be reviewed by Information Technology and Purchasing to ensure they meet District guidelines.

Grant Winner Obligations:
- Return the Evaluation Form and a final report on the project including an expense statement to the Grants Committee by May 1, 2026. Form is available at https://cheyenneschoolsfoundation.org/grants.
- Share information about the project with students, parents, donors, the media, and others.
- Share the results of the project with your colleagues in LCSD1 and encourage them to apply for a grant.
- Acknowledge the grant sponsor(s) and try to involve them in some aspect of the project.
- "Pay It Forward" by supporting the Cheyenne Schools Foundation. Ex: help with fundraising activities, donate via the employee payroll deduction program, encourage others to participate in Foundation activities and assist colleagues with completing applications.
- Publicize the Foundation's mission and help us grow and provide more learning opportunities for our students.

Questions:
Contact   Dr. Michelle Aldrich, Grants Committee Chair
                  voice/text 307-760-6213 or teachwyo@yahoo.com

Submission Checklists & Instructions

Checklist for Applicant

All information is entered into this form
The application is not handwritten, scanned, or printed.
No identifying information is included in the details of the application.
All questions have be fully answered.
Amount requested is appropriate for the grant type selected.

When the checklist is complete:
Save the document.
Email to your school principal or department head.
Include supplemental material as an attachment to the email, if needed.

Instructions for Principals

Review the application to ensure the project meets the expectations and guidelines for your school.
To approve the application, type your name and enter the date in the space below.
Save the document. Do not print or scan the application.
Email the document back to the applicant.

If the application is not approved, please discuss the reasons with the applicant and if possible, give them the opportunity to resubmit the application.

Principal Approval:
A signature is not required. The principal should type their name and enter the date in the space provided to indicate approval. This will retain the fillable nature of the form.

X _   Date:

If more than one school is involved, each Principal must approve the application:

X _   Date:

X _   Date:

Final Checklist for Applicant

Forward the application and any supplemental material to other principals, as needed
Once all required principal approvals have been received,
Email application and any supplemental material to grants@cheyenneschoolsfoundation.org

Applications must be received by Friday, September 12, 2025.

If an opportunity should arise later in the year, please contact us to see if funding might be available which would allow students to benefit.

2025 Grant Application

If more than one person is applying for this grant, please list the Project Leader as the first Applicant and provide their contact information below.

Applicant(s):

School(s):

School phone: Applicant email:

Teaching assignment:

Type of Grant: Amount Requested:

Project Title:

Project Summary: (50 word maximum)

Official Use Only: Cheyenne Schools Foundation

District Administration Approval:

*The Grants Committee will submit the application to LCSD1 Administration for approval. *

Submitted to Assistant Superintendent of Instruction   Date
    Approved by Assistant Superintendent of Instruction
    Approved by Information Technology
    Approved by Purchasing

Comments/Notes: Include any restrictions or follow-up required.

Approval by LCSD1 administration does not indicate approval of the grant. Funding decisions are at the sole discretion of the Cheyenne Schools Foundation Board of Directors.

2025 Grant Details

Guidelines:

- To ensure the grant readers can provide fair, unbiased reviews, do not mention your name, your school's name, or any other identifying information in the grant details.
- If you need additional space for any item, include it in the Comments section on the last page.

Project Detail:

Type of School: Elementary Junior High School High School

Type of Grant: Amount Requested

Project Title:

1. Project Summary: (5 points)

2. Explain how your project promotes the Foundation's mission ***to provide enhanced academic, personal, and vocational opportunities for LCSD1 students beyond the capacity of the district budget***. (15 points)

3. Involvement may be limited to one group or class; however, maximum points will be earned for greater number/diversity of students, teachers, or schools involved.
   a. Number of ***students*** involved: (5 points)
   b. Number of ***teachers*** involved: (5 points)
   c. Number of ***schools*** involved: (5 points)

4. Explain why your students need this grant and identify the content areas involved. (10 points)

5. Explain the educational goals you expect your students to meet with this project. *Identify as many specific teaching targets as possible.* (10 points)

6. Give a specific timeline (start and end dates) for the project, including activities and responsibilities of teachers and/or support personnel for each phase. Remember, this project may be for two years if necessary. *All sections must be completed to earn maximum points.* (10 points) Attach a separate document, if needed.

START DATE	ACTIVITY	RESPONSIBLE PERSON Teacher/Support		END DATE

7. Explain how you will evaluate this project and determine its success. *Include types of data that will be collected.* (10 points)

8. Explain how you will acknowledge your grant sponsor and/or involve them in your project. *State one or more specific activities for maximum possible points.* (10 points)

9. Provide a detailed budget based on actual estimates and quotes from vendors. (*5* points) Attach a separate document, if needed.

DESCRIPTION	COST per item	Quantity	TOTAL
Budget Total			
Amount Requested			

10. Explain how materials purchased will benefit other classes and/or students in the future. (10 points).

11. Comments/Additional Information. (*Include Technology & Purchasing information below if applicable*):