



2026 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. Now is the time to think about how a grant from the Foundation can make the 2026-2027 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. Excellence in Education Grants are limited to one per Triad per school year.

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. Noel Science Grants are limited to one per Triad per school year.

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.

Preference will be given to schools and individuals who actively support the Foundation through the annual Run for #1 and the Payroll Deduction program.

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 11, 2026.

Questions:

Contact

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



2026 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, parties, or salaries.
- Food may be purchased if it is part of the project or students are involved in the preparation.
- 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.

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 3, 2027. Form is available at <https://cheyenneschoolsfoundation.org/grants>.
- **Failure to complete the Evaluation Form will disqualify the applicant from future grants for at least one year.**
- 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. Do not print or scan the application.
- 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 11, 2026.

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.



2026 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.

