

CREC Foundation Innovation Partnership Grant Procedure

A CREC staff member has an idea that would enhance education in their classroom, school, program or department. The staff member tells their principal or department head about the idea, and it is evaluated.

Department head or principal determines the idea is not valid.



The department head or principal determines that an idea is valid and is willing to support the idea by providing or find matching funds. The teacher or staff member fills out a partnership grant application and submits it to the CREC Foundation.



The CREC Foundation determines that the idea does not fit within CREC guidelines and policies. (Even if the idea does not merit moving forward with the application process, it may bring up an important, unmet need, or it could potentially act as a catalyst for future change.)

Applicants is notified via email.



CREC Foundation determines that the idea fits within CREC's guidelines and policies. The CREC Foundation approves an application for recommendation to CREC Foundation 'sboard of directors.



The CREC Foundation board of directors denies the recommendation for funding.

The applicant is notified via email.



CREC Foundation's board of directors gives final approval.

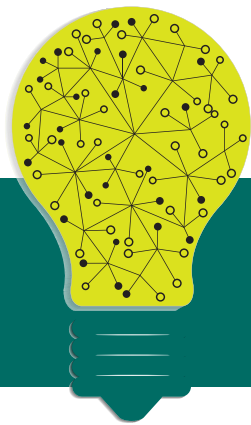
Applicants are notified via email.

CREC's Business Services Department transfers funding to your designated program account.

The donation from the CREC Foundation will be announced at a CREC Council meeting.



Questions? If you have questions, contact the CREC Foundation officer at 860-240-6668 or foundation@crec.org.



CREC Foundation Innovation Partnership Grant Procedure

CREC Foundation Innovation Partnership Grant Procedure and Guidelines

The CREC Foundation was established in 2005 to support CREC's mission, programs, and member districts. The foundation helps achieve this goal by:

- Providing financial support for CREC educational programs and services
- Developing strategic partnerships with other community organizations that help promote and advance CREC educational initiatives
- Supporting teachers and educational leaders by funding programs that build and strengthen skills and abilities
- Seeking funds for innovative and highly progressive educational programming that meets the needs of a diverse student population
- Acquiring school and classroom resources for teachers and students
- Obtaining scholarship funds for disadvantaged students
- Helping families secure support for programs that improve adult literacy, workforce preparedness, and job training

The CREC Foundation's Innovation Partnership Grant is designed to support innovative and creative projects. The goal is to enhance CREC's tradition of excellence.

Grant Procedure:

(Please refer to grant procedure flow chart for additional information.)

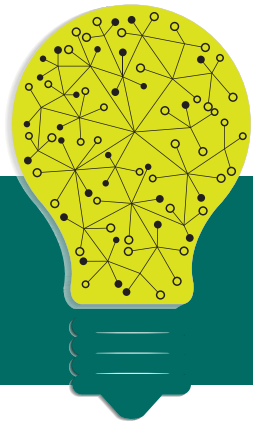
1. A CREC staff member has an idea that would enhance education in their classroom, school, program or department.
2. The staff member tells their principal or department head about the idea, and it is evaluated. If the principal or department head thinks it is a good idea, and is willing to find or provide matching funds (through building funds or PTA funds, etc), move to step 3.
3. The CREC employee must complete a partnership online grant application and submit it to the CREC Foundation at least 60 days before the funds are needed.
4. The CREC Foundation evaluates each application and proceeds to steps five and six if the application passes.
5. The CREC Foundation board approves or denies applications for funding.
6. Any donations made by the CREC Foundation are announced at CREC Council meetings.

Mini Grants

Mini grants of up to \$2,000 are awarded for projects, programs, equipment, and supplies. Grants can be submitted at any time and are based on funding availability.

Eligibility

Any person employed by CREC or a CREC vendor and who has direct contact with students or program participants can apply for funding.



CREC Foundation Innovation Partnership Grant Procedure

Important Technology Information

If you are applying for a technology grant, please contact the CREC Data Analysis Research and Technology Division to ensure that your technology request is not being funded by another source, to confirm pricing, and to ensure that the appropriate technology is in place to support your goals.

Grant Criteria

To receive a grant, your project must:

- Be creative and innovative
- Significantly impact learning or the community
- Clearly define and measure goals and objectives
- Outline a project timeline that will take place within the current fiscal year
- Offer a realistic and itemized budget, and any other sources for funding, such as money from the PTO or local businesses, must be identified
- Allow for collaboration among teachers, departments, and schools (This is encouraged. The more individuals who benefit from the activity the better.)

Grant Restrictions

- Outdoor installations require approval from the CREC Facilities Department.
- The CREC Foundation will not accept grant applications that would cover salaries, stipends, or professional development fees.
- The CREC Foundation will not accept applications for travel expenses.
- Grant funds must be used within the fiscal year the grant is awarded.
- Grants with matching funds will be given greater consideration for funding.
- The project evaluation form and supporting materials must be received by the CREC Foundation within one year of the date the grant is awarded.

Award of Funds

When a grant is awarded, funds will be distributed when the CREC Foundation received documentation of expenses. Documentation can be sent to

CREC Foundation
Attention: Darlene Wolliston
111 Charter Oak Avenue, Hartford CT 06106
Phone: 860-240-6668
Email: dwolliston@crec.org