



Phase I MCD Application Instructions 2010

Below are instructions for filling out Phase I of the MCD Award application. Phase I is designed to be as simple and painless as possible, but should capture the interest of the reviewers. Focus on what makes your proposed project unique, innovative, or exciting. Successful Phase I applications will be invited to submit a full Phase II proposal.

Application Instructions:

- **Save this MCD Phase I Application to your computer and give it a unique name that does not identify you or your school.**
- **Fill out the following form, using only the space provided.**
- **When you have completed the application, email it as an attachment to adminasst@cpefound.org on or before 5:00pm, Monday, February 8, 2010.**
- **Send the completed, original signature page via the PONY to the IDC, to the attention of the Chesterfield Public Education Foundation.**

Application Form Instructions:

- I. Title:** Provide an appropriate name that describes your project. Please do not use the name of your school, since the Phase I review is a blind process.
- II. Project Description:** Summarize your proposed project: tell us the issue you intend to address, state your goal, explain how your project will address that goal and what you expect to accomplish.
- III. Target audience:** Be specific: indicate the department, grade or subgroup(s) of students or designation of employees involved in the project. Estimate the number of students and/or others (parents, non-instructional CCPS employees, etc.) who will participate in the project.

- IV. Evaluation of expected results:** How will progress be measured and how will you know if your project is successful?
- V. Timeline:** When do you propose to begin and complete the project?
- VI. Budget:** Please include a general budget. List how you anticipate using the grant money – i.e. transportation, books, materials, supplies, fees, etc. Be as specific as possible. Please note: technology and compensation generally will not be considered for funding unless they are central to the success of the proposed project.

The MCD Grant will award money up \$5000. A complete itemized costs budget will be required as part of Phase II proposals.

VII. Project leadership:

- A. Project coordinator: The project coordinator is the individual who will be the MCD Awards Selection Committee’s primary contact and to whom all communications will be directed. He or she should be closely involved with all aspects of the project through its duration. Please identify ONE individual, even when the project is a team effort.
- B. Signatures: The project coordinator’s school or department will serve as the fiscal agent for the project and, therefore, accepts fiscal responsibility for the funded project along with the project coordinator. The building principal or department director should review the application and sign on behalf of the entity. The project coordinator’s signature is also required.



MCD Phase I Application – 2010

Email the application to adminasst@cpefound.org on or before 5:00 p.m. on Monday, February 8, 2010.

Submit a copy of the signature page with the application. In addition, mail the original signature page via the PONY to the Chesterfield Public Education Foundation at the IDC.

Use only the space provided to answer the following questions.

Project Title:

Project Description:

Project Title: _____

Target Audience:

Evaluation of expected results:

Timeline:

Budget items:

**2010 MCD Phase I Grant Application
Signature Page**

Project Title: _____

Project Coordinator: _____

Position: _____

School or Location: _____

E-mail address: _____

Fax: _____

Principal or CCPS Department Director: _____

Signatures:

Project Coordinator

Date

Principal or CCPS Department Director

Date

Title