

Canby Educational Foundation Grant Application Guidelines 2011 - 2012

Goals

- (1) Provide financial support to enhance classroom learning
- (2) Provide support for programs/projects to meet specialized needs of all students
- (3) Promote community-wide volunteerism of time and talents to enhance educational programs
- (4) Establish an endowment providing perpetual funding for educational opportunities

Submission Date

October 3, 2011
November 1, 2011
January 3, 2012
March 1, 2012

Presentation Date

October 19, 2011
November 16, 2011
January 18, 2012
March 21, 2012

Guidelines for Grant Application Evaluation

Applications should address one or more of the following:

- (1) A project/activity enhancing everyday learning, not a replacement of current curriculum
- (2) A project/activity benefiting a significant number of students at one school, many schools or even District wide
- (3) A project/activity demonstrating ability to leverage community resources

In general, funding will not support

- (1) Activities benefiting a single applicant
- (2) Payment for substitute teaching
- (3) Project/activity already in progress or completed
- (4) Athletic activities
- (5) Transportation costs for field trips/other activities

Applicants are encouraged to attend the presentation meeting to review applications and answer any inquiries the Board may have. Please call Mary Walsh(x3934 /516 2631 Cell) or Maureen Callahan (x3918)if you need help with your application or have any questions.

Grant approval is at the discretion of the CEF Board of Directors and is subject to availability of funds. Projects approved will receive funding through CSD requisition forms. CEF then reimburses the District.

**Canby Educational Foundation
2011 - 2012
Grant Application**

Please use this page as the cover sheet for your application attaching additional pages with information requested in items 1-7. Be as specific as possible with your information. Incomplete items will delay consideration of your proposal and could result in its rejection. Please include a letter of support from your principal addressing priority level in terms of building goals.

Please note that conditions of a grant award include requirement of a post-program summary (a retrospective review of accomplishments and benefits for the student population served), final budget, and related expenditure receipt.

Please submit all information/reports in PDF and JPEG form. We will be using photos, students' work and other materials on our website and in other publicity.

Your Name _____

School _____

Phone and Email _____

Date of Application _____

Please send application and supporting documents
in one, complete PDF format

- (1) *Description of Project:* Include the relationship between this proposal and CEF goals, student population benefiting and expected educational impact. How is the project innovative? How is this an enhancement to classroom learning?
- (2) *Project dates:* Include dates project will begin and end.
- (3) *Proposed Budget:* Detailed breakdown of proposed costs to be funded by CEF and other explored sources of funding. If other funding sources have been explored, please explain. Provide as much detail as necessary to present a clear picture of fund allocation needs such as what portion of the total budget they will cover.
- (4) *Principal's letter of support*
- (5) *If funds are not available* from CEF, what will happen to this project?

How to Submit an Application

- (1) Email the application in one PDF file to mwalsh.cef@canby.com
- (2) If application cannot be submitted by email due to nature of the materials, please deliver 13 copies of all materials to me at the District office.

Questions? Need help?
Please contact
Mary Walsh (Ext. 3934) or (526 2631 Cell)
or
Maureen Callahan (Ext. 3918)

