**2018-2019 Small Grant Application Guidelines**

The application form must be fully completed before funding requests are granted. As you complete this application, please keep in mind the following:

1. Grants are awarded based on the availability of funds each year. EEF reserves the right to disapprove funding for any portion of a grant proposal.
2. When reviewing grant applications, the selection committee gives strong consideration to the number of students the project will benefit and how it fulfills the mission of EEF. Keep in mind these grants are intended to be provided where regular school funding is not available. The EEF board encourages diverse and creative applications and has chosen not to fund transportation, teacher stipends, substitutes or scholarships to other organizations as it is not compatible with our mission.
3. Each school or location will be issued a lump sum check for all grants that are awarded and the funds will be available through your school activity account.
4. Funds must be spent within the school year that the grant is awarded. Any funds that cannot be used specifically for the approved project by the end of the application year must be returned to the foundation.
5. Grant applications must be received by ***3:00 PM, March 4, 2019***. Applications will be reviewed and grant recipients may be asked to address the Board of Directors with a short overview of the program and a question and answer session. Applicants will be notified as to whether or not their request will be funded.
6. ***Applicant is responsible to gain CUSD1 technology approval for any software/hardware requests prior to grant application deadline.***

**CUSD #1 Excellence in Education Foundation**

**Spring 2019 Small Grant Proposal Request**

This is a grant for funding requests under $1,500.00

**Grant applications must be received at CUSD #1 District Office by** **3:00 PM, March 4, 2019**

**Part One:** Please type or legibly print in blue or black ink. The total application should not exceed three pages.

|  |  |  |
| --- | --- | --- |
| Applicant Name (if multiple applicants, please identify project leader) | | |
| Home Address | | |
| City/State/Zip | | |
| Home Phone | Work Phone | |
| Name of School | Position | |
| Project Title | Proposed Budget Amount | |
| Please provide a ***brief*** description of your project | | |
| Signature of Applicant | | Date |
| Signature of Principal or Supervisor | | Date |

1. What is the project goal?

2. Describe who will participate in this project, such as the number, ages and academic levels of students. What is the length of the project?

3. What steps will be taken to implement this project? (Please use an additional sheet of paper if needed).

4. Describe how this project would support the mission of the Excellence in Education Foundation: to support educational, extracurricular and interscholastic programs, and strengthen the relationship between the public schools and the Charleston community.

5. How will the outcome of the project be measured/assessed?

6. Will you continue to complete this project beyond this year? How will you fund this project in the future?

7. Include a list of the specific budgetary requirements of the project, including each expenditure, projected

cost, and total cost. If possible, attach estimates or quotes with cost lists. Total expenditures must not exceed $1,500.

Mary Ann Pattenaude, CUSD1 Director of Educational Technology:

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