## **2023-2024 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. All applicants must be employed by Community Unit School District No. 1.
- 2. 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.
- 3. 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.
- 4. A lump sum check is issued to CUSD #1. Each recipient awarded will be able to access their funds by contacting the Central Office.
- 5. <u>Funds must be spent within the school year that the grant is awarded</u>. Any funds that cannot be used specifically for the approved project by the end of the application year must be returned to the foundation.
- 6. Grant applications must be received by **3:00 PM, March 15, 2024**. 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.
- 7. Applicant is responsible to gain CUSD #1 technology approval for any software/hardware requests prior to grant application deadline. Signatures must be obtained by Joshua Kiest, Educational Technology Director and Kyle Perry, Infrastructural Technology Director.

\*\*All grant materials are property of CUSD #1 and must stay with the level of students targeted in the original intent of the grant.

## **CUSD #1Excellence in Education Foundation Spring 2024 Small Grant Proposal Request**

This is a <u>highly competitive</u> grant for funding requests under \$1,500.00.

Grant applications must be received at CUSD #1 District Office by 3:00 PM, March 15, 2024.

Part One: Please type or legibly print in blue or black ink.

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 <i>brief</i> description of your project	1
Control of Markovi	Lau
Signature of Applicant	Date
Signature of Principal or Supervisor	Date
Signatures of Technology Directors (for approval)	Date
Technology Director comments:	
-	
**All grant materials	are property of CUSD #1

and must stay with the level of students targeted in the original intent of the grant.

**CUSD #1 Excellence in Education** nt st

Pro	Foundation Spring 2 Project Title: Project Title:	024 Small Grar roposal Reques	
*Pl	*Please type or legibly print in blue or black ink. You may retype this page, provided the questions are listed exactly as stated.		
1.	. Include a list of specific budgetary requirements of the project, including each expenditure, projected cost. If possible, attach estimates or quotes that include shipping/handling with cost lists.  Total expenditures must not exceed \$1,500.00.	ost, and total	
2.	. What steps will be taken to implement this project?		
3.	. What is the project goal?		

4.	Are any other organizations involved in the funding or presentation of this project? If so, how will responsibilities be shared?
5.	Will you continue to complete this project beyond this year? How will you fund this project in the future?
6.	What are the learning objectives for this project or program? How do you plan to achieve those objectives?

7.	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.
8.	What are the short-term and long-term benefits to students? To the community?
9.	Describe who will participate in this project, such as the number, ages, and academic levels of students. What is the length of the project or program?

10.	How will the success of this project and/or the achievement of objectives be assessed?