

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

**Project Title:** \_\_\_\_\_

*\*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, and total cost. If possible, attach estimates or quotes that ***include shipping/handling*** with cost lists. Total expenditures must not exceed **\$1,500.00**.

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?



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