



CEF 2012 Mini-Grant Application Packet Checklist

Mini-Grant Application Process Information

_____ **Step 1:** Read FAQ section (page 2). Questions should be directed to your CEF school representative. See the last page of the application or the CEF website (www.cefcamas.org) for a list of representatives by school.

_____ **Step 2:** Acquire supporting documents if necessary (see FAQ #4 and #5).

_____ **Step 3:** Submit **10** legible copies of the Mini-Grant Application and supporting documentation to CEF at the Camas School District office at 841 NE 22nd Avenue, Camas, WA 98607 **and** email a copy of the Mini-Grant Application to cefcamas@gmail.com by **4:30pm, WEDNESDAY, JANUARY 18th, 2012.**

Be sure to include **10** copies of EACH (2-sided please):

- Completed and Signed Application pages (Checklist/FAQs are not needed)
- Signed supporting documents (if needed, see FAQ #4 and #5)

_____ **Step 4:** Sign up at the School District office for a 10 minute presentation time to present your idea to the Mini-Grant committee and answer their questions by **WEDNESDAY, JANUARY 18th, 2012.**

Presentation Dates will be during the weeks of **January 23rd and January 30th, 2012.**

CEF 2012 Mini-Grant Application Packet

Frequently Asked Questions (FAQs)

(Please read carefully!)

1. When is the application due? What if I need more time?

The applications are due on Wednesday, January 18th, 2012, before the District office closes at 4:30pm. Absolutely NO late applications will be accepted.

2. Who is eligible to apply for a CEF mini-grant?

Teachers and Administrators as well as staff, parents, students, and community members sponsored by a teacher or administrator are all eligible and are encouraged to apply for a mini-grant. Principals must approve and sign all grant applications that affect their schools.

3. What is the most money I can request for my CEF mini-grant idea?

Mini-grant applications will be considered for amounts up to \$1,500, with no exceptions. Applicants in need of larger amounts may apply for a major (strategic) grant. See the CEF website (www.cefcamas.org) for more information about major grants.

4. My proposal is related to technology. Are there any requirements of me?

Yes. Applications requiring purchase and/or usage of technology-related equipment must be accompanied by a signed letter of consent to support your proposal from Jeff Snell at the Camas School District office.

5. My proposal will rely on other sources of funding in addition to CEF. What do I need?

Any other funding sources must be documented by a signed letter of commitment from the funding source in order for your application to be considered. Specific dollar amount must be included in the letter.

6. Will my idea work? What is the committee looking for?

Applicants are encouraged to apply for funds for *innovative* project ideas that will *“Enhance Basic Curriculum”* and student learning. For a listing of last year’s funded, innovative ideas see the foundation website: www.cefcamas.org.

Mini-Grant Criteria:

- Program must directly and actively engage students and result in improved quality and/or level of learning for students.
- Program objectives must be clearly defined and include metrics from which to measure success.
- Resource materials, guest speakers, assemblies, and transportation costs for innovative ideas will be considered.

The following additional considerations are highly valued:

- Reusable resource materials
- Programs that benefit and are coordinated with multiple classrooms and/or schools.
- Innovative projects that may be replicated/shared by other staff/schools.
- Pilot program for future Major Grant submittal.

7. When and how will I know if I will receive a CEF mini-grant?

You will be notified by the end of February 2012 and should attend the Celebration Event in March 2012.

8. If I applied for a CEF mini-grant last year, can I apply this year?

YES! If you received a mini-grant last year, you may apply again this year for a continuation of last year’s idea, or with a new idea. Please note that applications for the exact same program for more than three consecutive years will receive lower priority. If you did NOT receive a mini-grant for your idea last year, you may reapply for the same idea.

9. Do auction donations impact the decisions by CEF?

No. Items donated to the CEF Auction DO raise funds for mini-grants; however, the Mini-Grant committee’s decision does not consider the applicant’s history of donations.

10. What are the restrictions for CEF mini-grant funding?

Non-fundable requests include teacher release time, salaries, food for celebrations, clothing, direct gifts, and prizes.

11. If I am awarded a CEF mini-grant, what will be required of me?

You will be invited to attend a Grant Recipient Celebration Event (in March 2012) at which you will receive information about how to access your funds and gain access to volunteers to help inventory and label purchases. You’ll also be guided through the process of showcasing your CEF mini-grant in the community. For example, you will be expected to share information with CEF about when the funds will be used, how the idea was executed and what results were achieved. This would include guest speaker/assembly dates and times. Additionally, you may choose to submit a photo essay authored by the affected students, or you may choose to submit student narratives, photos, slideshows, etc. Other expectations and requirements include:

- Funds must be spent by the end of the 2012-2013 school year or will be reverted to CEF.
- Any changes in project objectives or plans from those stated on the original mini-grant application must obtain approval from the CEF Board of Directors. No additional funds will be provided.
- The CEF Board of Directors must be notified in a timely manner of any major problems that will prevent completion of the project.
- CEF must be identified as the funding source on all publications related to the event.
- Final report detailing use of funds and results (form to be provided) must be submitted to CEF Board of Directors.

5. When and where will this project take place (date if known, during school, after school, off site, spring, etc.)?

6. How do you plan to notify the community of your project? How will you participate in the sharing of information about your project? (See FAQ #11 for ideas).

7. Provide a detailed budget with specific dollar amounts for your project. The budget should include a breakdown of costs showing exactly what and from whom you will be purchasing. All costs, including sales tax and shipping, must be included. Be sure to indicate any other funding sources and how those funds will be used (*signed supporting letter required; see FAQ #5*). Please identify any additional district costs associated with your efforts not funded by CEF (librarian time, technology/IT costs, future costs, etc.) along with documentation from the Camas School District office agreeing to support those costs (*see FAQ #4*).

Applicant(s) Signature(s): _____
Principal Signature (required): _____
Staff Sponsor (if applicant is not a teacher or administrator): _____
Date: ___/___/___

Please list below, any signed supporting documents you have attached. See FAQ #4 and #5 for required supporting documentation.

NOTE: ***ALL SUPPORTING DOCUMENTATION IS DUE WITH APPLICATION BY WEDNESDAY, JANUARY 18th.***
(Applications without supporting documentation by deadline will not be considered.)

Please contact the following school representatives with any mini-grant questions:

School	Name	Phone #	Email
Camas High School	Lisa Kuhlman	901-4639	lisa@windowsonlife.com
Dorothy Fox	Britany Speas	566-7630	speas5@comcast.net
Grass Valley	Tom Przedwojewski	513-6923	przedwojewski@comcast.net
Hayes-Freedom	Sarah Starr	713-7111	sarahstarr5@yahoo.com
Helen Baller	Julie Brown	904-4016	swissmom@me.com
Lacamas Heights	Karen Lasher	210-5558	kmlasher@comcast.net
Liberty	Julie Brown	904-4016	swissmom@me.com
Prune Hill	Carrie Schnell Mini-Grant Co-Chair	904-5872	chschnell@comcast.net
Skyridge	Patty Carlson-Kuhta Mini-Grant Co-Chair		kuhta5@comcast.net
Camas Teacher Rep.	Jackie Graue		Jackie.Graue@camas.wednet.edu