

Grant Process

- The Foundation's Grant Program provides funding for outstanding proposals that:
 - enhance the basic curriculum
 - OR meet one of the Foundations target areas.
 - Science
 - Math
 - Technology
 - Music
 - Arts
 - Leadership
 - interpersonal skills
 - community service learning
 - staff development
 - foreign language
- Grant requests may range up to \$1,500 for *Mini Grants* and \$25,000 for *Major Grants*.
- Note that the Mini and Major Grant Schedules start at the same time but the durations are different

	Mini Grants	Major Grants
Grant Program Open	Nov 17 2010	Nov 17 2010
Mini Grant App's Due (10 hard copies to district office)	Jan 14, 2011	
Major Grant Proposals Hard copy & email		Jan 14, 2011
Mini Grant Applicants Present Proposals	Weeks of Jan 24th & Jan 31st, 2011	
Recommendations Presented to CEF Board	Feb 9, 2011	Feb 9, 2011 & May 11, 2011
Major Grant Finalists Selected		Feb 9, 2011
Major Grant Full Proposals Due		Mar 25, 2011
Major Grant Finalists Present Proposals		Week of Apr 11, 2011
Grant Awards Announced	Feb 14, 2011	June 2011



Mini-Grant Application Process Information

_____ **Step 1: Read FAQ section. Questions should be directed to your CEF school representative.**

_____ **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, FRIDAY, JANUARY 14th, 2011.**

- Be sure to include **10 copies of EACH (2-sided please):**
- Completed and Signed Application pages
- Signed supporting documents (if needed)

_____ **Step 4: Sign up at School District office for a 10 minute presentation time to present your idea to the Mini-Grant committee and answer their questions by FRIDAY, JANUARY 14th, 2011.**

Presentation Dates will be during the weeks of **January 24th and January 31st, 2011.**

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.

Mini-Grant Criteria

- Program must directly & actively engage students; resulting in improved quality and/or level of student learning
- Program objectives are 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.

Mini-Grant Frequently Asked Question – Page 1

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

Friday, Jan 14th, 2011, BEFORE District office closes (4:30pm). Absolutely NO late applications will be accepted.

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

Teachers and Administrators.

Staff, parents, students, and community members *sponsored by a teacher or administrator*

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-grants 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 the Camas School District's Superintendent's 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. When and how will I know if I will receive a CEF mini-grant?

You'll be notified by end of February 2011 and plan to attend the Celebration Event in March 2011.

7. 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.

Mini-Grant Frequently Asked Question

8. 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.

9. 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.

10. 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 2011) 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 2011-2012* school year or will be reverted to CEF.
- Any *changes* in expenditures from those stated on the original mini-grant application *must obtain approval* from the CEF Board of Directors.
- 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



CEF 2011 Mini-Grant Application Packet
Application

Section 1: General Information

Name of Project	
Target School(s)	
Applicant Name(s)	
Applicant Position	Teacher ___ Student ___ Parent ___ Other ___
Email address	
Address	
Phone	
Total Cost of Project	\$
\$ Requested from CEF	\$ *** \$1,500 MAXIMUM for Mini-Grants***
Source of Additional Funds	
# of students directly involved (include grade)	

Section 2: Project Proposal

1. Provide a brief description of entire project, including parts not funded by CEF.
2. Briefly describe how this idea will work. (How will students be actively engaged, etc.? What will it look like in active use?)
3. Who will be involved? Exactly how many students will this impact (give a number) and how often?
4. How will this grant idea expand your curriculum?

Be sure to complete all sections of this table. It's OK to estimate # of students.

Focus on the 'what'

Focus on the 'how'

Focus on the 'who'

Focus on the 'why'



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

Focus on the logistics

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).

Focus on the 'share-out'

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. Be sure to indicate any other funding sources and how those funds will be used (*signed supporting letter required*). Please identify any additional district costs associated with your efforts not funded by CEF (librarian time, technology/IT costs, future costs, etc.).

Focus on the 'financials', be specific

Be sure plan and get the needed signatures in time to meet the submission deadline

Include IF needed

Applicant 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 FRIDAY, JANUARY 19th.***
(Applications without supporting documentation by deadline will not be considered.)

What to expect at the presentation

Applicants will be given 10 minutes before the Mini-Grant committee to present their idea.

DO

- Compliment your written application with your story
- Share your passion for the idea
- Honestly represent your idea
- Stay focused on your idea
- Bring show-and-tell that compliments your story
- Respect both the committee members and other applicants time

DON'T

- Read your proposal to us
- Be nervous, we're a friendly audience



Camas Educational Foundation
giving and growing. together.

Grants to Camas Schools 2009



Camas Educational Foundation
giving and growing. together.

Helen Baller Elementary School

Number of proposals submitted: 6

Number of grants awarded: 5

- EZ Roll Mat for Tumbling
- Kinder-Garden
- Character Counts
- Elementary Science Olympiad 2009
- Parenting Resource Library

Dorothy Fox Elementary School

Number of proposals submitted: 3

Number of grants awarded: 3

- Dangerous Decibels
- Elementary Science Olympiad 2009
- Parenting Resource Library

JDZ Elementary School

Number of proposals submitted: 3

Number of grants awarded: 3

- "Make Math More Fun
(by Integrating Reading and Math)"
- Elementary Science Olympiad 2009
- Parenting Resource Library

Lacamas Heights Elementary School

Number of proposals submitted: 4

Number of grants awarded: 4

- Living Voices
- Auditory Literacy: W.A.L.K.
- Elementary Science Olympiad 2009
- Parenting Resource Library

Prune Hill Elementary School

Number of proposals submitted: 5

Number of grants awarded: 5

- Sensory Kits
- Art Van--Go!
- One School, One Book
- Elementary Science Olympiad 2009
- Parenting Resource Library

Liberty Middle Schools

Number of proposals submitted: 2

Number of grants awarded: 3

- Gelboards
 - Middle School Robotics Club
- Major Grant: Qwizdom Interactive Learning System

Skyridge Middle School

Number of proposals submitted: 4

Number of grants awarded: 5

- Sustainability Resource Library
 - The Hawk Eye Gazette
 - Textbook Scanners
 - Middle School Robotics Club
- Major Grant: Qwizdom Interactive Learning System

Hayes-Freedom Middle School

Number of proposals submitted: 1

Number of grants awarded: 1

- Songcrafting Gear Up

Camas High School

Number of proposals submitted: 11

Number of grants awarded: 8

- Encaustic Artist in Residence Lecture and Project
 - Science Laboratory Enhancement
 - CHS Science Olympiad
 - Alternative Energy (Wind Turbine)
 - Water Quality Field Testing
 - Inspiration Software for Lab 107
 - FIRST Robotics
- Major Grant: ProQuest AP Science Database

**For more information,
please call the CEF Office
at 833-5400 ext. 2226
or visit our web site,
www.cefcamas.org**