



GRANT APPLICATION INSTRUCTIONS

2011 -2012 School Year

Education for the Children Foundation

Submission Deadline: September 26, 2011

PURPOSE

The purpose of Education for the Children's grant program is to provide funds to enrich the learning environment, motivate students, and enhance instructional effectiveness. The Foundation recommends that teachers submit requests for projects, materials or equipment that directly benefit students and indirectly focuses the attention of our community on the positive results within our schools. There are no categorical restrictions on grants and projects may cover any subject.

GUIDELINES

The following are guidelines adopted by the Foundation for grant consideration. All grant requests are considered on an individual basis and may go outside these guidelines at the discretion of the board.

- Introduce an innovative and creative program involving students
- Offer students a unique learning opportunity which enriches the study of a related subject matter
- Provide resources which will enhance classroom curriculum by encouraging student participation
- Have a strong emphasis on projects, materials and/or equipment which benefit students on a long term basis – year after year
- Not qualify for state, federal or district funding

PROCEDURE

The grant application procedure is as follows:

1. Complete the application form. Please be as thorough as possible in providing requested information. Include copies of informational literature or photographs of equipment or materials, if applicable. If your request is associated with a prior request or ongoing project, please include this information in the application. Price information, including tax, shipping, and handling costs is very important and must comply with CUSD guidelines regarding vendors and approved materials/equipment.
2. Sign the form. If the application is on behalf of more than one teacher, be sure all teacher signatures are on the form. Be sure to include the grade level and the number of students you anticipate will benefit from the grant.
3. Obtain principal's signature. This assures the Foundation that administrative personnel are partnering in your grant application.
4. Return form to your school principal no later than the deadline for applications.

Grant applications must be submitted no later than September 26, 2011 to your school office. Applications will be accepted at any time prior to the deadline but will not be accepted after the due date. Grant recipients will be notified in November following the Foundation's board meeting. For award recipients, ***complete purchase order information and submit to your school office administrator.*** This information should include a description of the item(s), vendor, price, tax, shipping and handling. **IMPORTANT:** Failure to submit your purchase order information on time may result in the forfeiture of your grant award.

Any questions concerning your application may be directed to your school's grant coordinator or EFC Grant Chairman, Elizabeth Bastian, either by phone 949.689.3462 or by e-mail at jebastian@cox.net.