



## **2018 Annual Grant Application**

### **Due April 13, 2018**

*CEF is looking for innovative, exciting projects that have high student impact.*

The Cambria Education Foundation (CEF), a non-profit organization, is proud to provide a unique opportunity for the Coast Unified School District. Staff members seeking funds to introduce new programs, enhance existing programs, or attend professional development workshops are encouraged to apply for a grant. Grants will be available at each of the four campuses.

- Applications are available and may be downloaded from the CEF website: [www.CambriaEducationFoundation.org](http://www.CambriaEducationFoundation.org).
- Please complete the application by obtaining your Principal's signature and, if the grant is technology related, the signature of Henry Danielson.  
**Grants without signatures will not be reviewed**
- E-mail grant applications to [skennedy1@coastusd.org](mailto:skennedy1@coastusd.org) and provide a hard copy to your staff librarian.
- If circumstances change after grant approval (price change, new product availability, scheduling conflicts) please notify CEF as soon as possible. The board will review the change of circumstances and determine if approval for the changes will be granted.
- Questions? Please call Suzanne Kennedy @ 805.909-0917 or Erin Martin @ 805.305.7838

**Grants are due for review by April 13, 2018**  
Applicants will receive e-mail notification by May 7

*While we do have the ability to authorize grants throughout the school year when something unforeseeable arises, it is our preference to receive grant applications during our annual grant process.*

**APPLICANT'S NAME:** \_\_\_\_\_

**GRADE LEVEL/SUBJECT:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_

**SCHOOL PHONE:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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**1. DESCRIPTION: Describe your proposed project.**

**2. GOAL STATEMENT: Briefly state your goal for this project and describe how it will impact the students/staff.**

**3. PROJECTED STARTING DATE:** \_\_\_\_\_ (month/year)

**PROJECTED COMPLETION DATE:** \_\_\_\_\_ (month/year)

**4. TOTAL FUNDS NEEDED: \$**

**(Professional Development: CEF will pay Registration fees & \$150 towards a required overnight stay. Please submit hotel bill for reimbursement)**

**5. Have other funding sources (i.e. PTA, Boosters) been approached regarding these funds? Please consider these resources first and provide information regarding your request to these organizations.**

- Fill out and attach a *purchase order request form* from the district. **This is for our records only—we will not be placing the order unless you make prior arrangements for us to do so. Once your grant is approved it will be your responsibility to proceed with the purchase order through the District Office.**
- Any funds not used by March 15<sup>th</sup> will revert back to the CEF general fund unless prior arrangements are made.
- Please complete itemized budget.

Itemized Expenses	
	\$ _____
	\$ _____
	\$
Subtotal:	\$ _____
Tax:	\$
Shipping Charges:	\$
<b>TOTAL FUNDS: \$ _____</b>	

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**Signature of Applicant**

I have reviewed this grant and there are no funds available through the district for this purpose.

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**Signature of Principal**

If this is a grant involving technology, please obtain the signature of the Technology Department.

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**Signature of Technology Department**

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**Date Submitted**