

We provide "above and beyond" educational experiences

The Centennial Education Foundation Grant Application 2024-2025



- The Foundation **supports** the Faculty and District with projects that are typically not funded by the District's general operating budget. Any Centennial School District teacher can apply for funds with their principal's approval of the project.
- The Centennial Education Foundation (CEF) grant review committee evaluates projects based on impact on the curriculum, effect on the students, quality of planning, number of students participating and financial soundness.
- There are three grant levels. **"Level One" is up to \$500, "Level Two" is up to \$1,000, "Level Three" is up to \$2500**
- CEF reserves the right to fund a grant, either fully or partially, depending on the resources available. \

Please be aware of the following requirements for all grant submissions:

- In most instances, The Foundation **will not fund** the following: salaries, general school equipment costs, general school supply costs, transportation, food for events, classroom libraries, classroom trade books.
 - Any materials or equipment granted becomes school district property. If the grantee moves to another position or leaves the district, the materials and equipment stay in Centennial.
 - If the full amount of the grant awarded is not utilized, the balance of the funds must be returned to the Foundation with the required reconciliation sheet.
 - CEF encourages applicants to seek supporting funds from their Home and School and from other organizations and school personnel. Please indicate on the Budget Summary where the balance of the funds will come from if the project exceeds the maximum grant amount.
 - Do not include sales tax in your budget. If shipping and handling fees are incurred, you must list them as part of your overall budget.
 - In the event of extenuating circumstances where the recipient is unable to conduct the project and expend the awarded funds by the set deadline, an email on why the project was delayed must be forwarded to the Executive Director for review.
 - If awarded funds are not expended under normal circumstances, the Board has the right to suspend funds and the applicant may reapply in the next application year.
 - We receive several Author/Assembly type applications each year. If awarded, those grants are usually for a maximum of \$500.
 - Please make sure you check the application for any spelling or math errors.
 - You may insert a website link or URL in the Project Description part of the application to help the grant review team understand your grant. These inserts should not replace the necessary parts of the application writing.
 - Please do not alter the grant application formatting.
- Applications are due, via Google Form and should be submitted to CEF **by 4:00 p.m. on Friday, February 16, 2024.**
- A confirmation receipt will be sent from Google once your form has been submitted.
 - CEF will obtain approval from building Principals prior to mini-grant review.
 - Any application received after the deadline will be disregarded.

All awarded funds must be totally expended by April 30, 2025.

TECHNOLOGY REQUIREMENTS

Any technology related grant applications will need to be within the district technology guidelines. Approved grants with technology related items will be ordered by the District.

ADDITIONAL CONSIDERATIONS

- Do not include any photos in your grant application.
- Do not refer to any school names or names of staff members in your narrative
- Using bold or underlined text is not permitted.

Budget Narrative (Required) (2000 character limit including spaces)

Briefly describe the expenditures and how they relate to the project activities. Describe any additional funds needed to support your project.

Budget Summary (Required)

The budget must match the activities that have been described. Make sure your math is correct. The Foundation will first review all individual grants followed by a review of any duplicate or similar grants from different schools. Any grant approvals will be subject to availability of funds.

SAMPLE BUDGET SHEETS

SAMPLE "A"

Budget Area	Description	Cost
Contracted Services (Services the grant will fund)	Dr. Glen Schmidlap, Author Visit for student assembly	\$400.00
Program and Instructional Materials (Materials used for project management)	Make-it-take it materials for student use	\$200.00
Shipping and Handling	15% on materials	\$30.00
Total		\$630.00
Breakdown of Funds		
Funded by CEF		\$500.00
Identify source of other funding	Home and School Association	\$130.00
Total		\$690.00

Note: Please indicate on your program budget summary where the balance of funding will come from if the amount exceeds the maximum grant amount. (e.g. home and school)

SAMPLE "B"

Budget Area	Description	Cost
Contracted Services		\$0.00
Program and Instructional Materials (Materials used for project management)	Smith Supply Co. 2014 Catalog Item #1934 Colonial Clothes Class Set (Hats, shirts, knickers) \$200.00 Item # 2589a Colonial Film making kit \$125.00 Item #4592d Storytelling series \$100.00	\$425.00
Shipping and Handling	8%	\$34.00
Total		\$459.00
Breakdown of Funds		
Funded by CEF		\$459.00
Identify source of other funding	N/A	\$0.00
Total		\$459.00