



Congratulations! It is our pleasure to inform you that The Centennial Education Foundation has approved your grant application. We look forward to working with you to make your grant a success.

As part of the grant process, you must complete all of the following steps.

Step 1 - Requesting your Funds

When you need the funding, you must contact us. Since we do not know exactly when you need the funds, we are relying on you to contact us. At any point in time during the year, you can download the necessary forms on our website (www.centennialef.org/minigrant-application). Download the “Request for Funds” form and email it to Jennifer Schultz (<mailto:schuje@centennialsd.org>). Make sure you do this at least one month before you need the funds. I will arrange for you to get the funds in a timely manner.

NOTE: If you are ordering materials from Amazon I will set up an account.

Step 2 – Reconciling your Expenditures

When you have spent your grant money, attach any receipts to the “Reconciliation Form” and send them to Jennifer Schultz. This provides us with a way to check on expenditures.

Step 3 – Final Report

When you have completed the grant, download the attached “Final Report” form. Complete the summary and email a copy to Jennifer Schultz.

Expectations

- ❖ Contact us to invite the CEF Board members to visit during your grant activities. Board members and administration enjoy visiting.
- ❖ An expectation of receiving a grant is for you to send short videos and electronic photos of the grant in action along with your summary. (Make sure all students are approved for photos).
- ❖ Please identify and share that CEF is the source of your funding.

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Awards Breakfast

In addition, the CEF Board of Directors invites you to attend breakfast and a special grant award presentation to be held at Ann’s Choice on Tuesday, April 16th, from 7:30 - 9:00 a.m.

Please plan to arrive no later than 7:15 a.m. Breakfast will be served promptly at 7:30 a.m. The Centennial School District Administration has made arrangements for you to be able to attend. It is our hope you will join us as we recognize your dedication to quality education.

We look forward to seeing you on April 16th. Please RSVP via email to me Jennifer Schultz at schuje@centennialsd.org or call no later than April 1st to 215-441-6000, ext. 11008 to let me know if you will be attending. *Ann’s Choice is located just off Johnsville Boulevard at 10000 Ann’s Choice Way, Warminster, PA. The guard will direct you to parking.