



## SCHOOL MINI-GRANT

The Clarkston Education Foundation is sponsoring a grant program to enhance educational experiences and programs in Clarkston schools. The School Grant has been established to fund innovative educational projects that directly impact student learning. The grant budget for this school year is \$1,200.00.

**ELIGIBILITY:** Any Clarkston school (K-12) is invited to submit an application for a project that enhances education and student learning. The purpose for the school grant is to benefit as many students as possible.

**OBJECTIVES:** All proposed grants should enhance education in Clarkston Schools. It is the goal of the Clarkston Education Foundation with this grant that student achievement will be enhanced, motivation of students will increase and educational opportunities will be expanded.

**APPLICATIONS:** Application forms may be obtained by contacting the building principal/director. The application can also be downloaded from the foundation web site at [www.ClarkstonEducationFoundation.org](http://www.ClarkstonEducationFoundation.org).

**APPLICATION DEADLINE:** Applications must be received by the Clarkston Education Foundation by October 31. Send completed applications to:

Clarkston Education Foundation  
PO Box 361  
Clarkston, WA 99403

**AWARDS:** Award announcements will take place no later than November 30. All grant monies must be spent by May 30. Monies will be reimbursed after proof of expenditures has been provided to the Clarkston Education Foundation via the Clarkston School District. See #8 on page 2.

**RESTRICTIONS:** The purchase of services, travel or workshop registration will not be eligible for reward. If any materials are purchased it is requested they stay in the award-winning school.

**QUESTIONS:** Email [cef1@clarkstoneducationfoundation.org](mailto:cef1@clarkstoneducationfoundation.org)

## RESPONSIBILITIES OF GRANT RECIPIENTS

1. Grant recipients may access their grant funds from December 1 to May 30.
2. Grant funds not fully spent by May 30 will return to the grant fund for future awards.
3. Grant funds must be spent for the purposes listed in the application form; any changes must be approved by the Clarkston Education Foundation in advance.
4. Grant funds must not be overspent. Recipients are responsible to make arrangements to pay any bills or invoice in excess of their grant award.
5. If the full amount of project is not funded, proof of additional sources of funding is required. The Clarkston Education Foundation may fund a portion of the project with prior approval. If additional sources of funding are not obtained, alternative activities closely related may be used if approved by the Clarkston Education Foundation.
6. A successful grant award does not eliminate schools from future grants nor ensure the awarding of future grants or continuation of the project in future years.
7. Grant recipients are required to supply the Clarkston Education Foundation with an evaluation of their project; it will include results, photos and examples from completed projects and itemized spending. It may be requested that you present to the Clarkston Education Foundation in September Board Meeting.
8. The Grant recipient will fill out a Clarkston School District (CSD) purchase order listing items and amounts to be reimbursed. Grant recipient will send all receipts (invoices, purchase orders) to CSD for reimbursement of awarded amount (not to exceed). The CSD will reimburse individuals and Clarkston schools. The Clarkston Education Foundation will reimburse the Clarkston School District.

The CSD will be notified of grant recipients each year with name of grant recipient, his/her school, the amount awarded and the description of project items listed on the School Mini-Grant application. Questions regarding purchase order requirements, please call the district office at 509-758-2531.



## CEF SCHOOL MINI-GRANT APPLICATION

*Application deadline is October 31*

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Additional pages may be used as needed.

**PROJECT DESCRIPTION:** Please provide a summary of the project, noting specifically what amount you are requesting and what the grant funds awarded will pay for as part of the overall project.

**EDUCATIONAL NEED(S):** How will the project enhance education in your school and impact students?

**STUDENT IMPACT:** How many students will be impacted with this project? Will the impact be yearly?

**OBJECTIVES:** What will be accomplished at the completion of the project?



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*enhancing education in Clarkston schools*

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**PROJECT OUTLINE:** Include all activities that will occur to achieve objectives.

**BUDGET:** Supply a cost breakdown of the project.

**OTHER SOURCES:** List any additional sources of funds if required to achieve objectives.

**EVALUATION:** How will you determine and report project outcomes?

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APPLICANT SIGNATURE

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DATE

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PRINCIPAL/DIRECTOR SIGNATURE

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DATE



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