



Encinitas Educational Foundation

101 S. Rancho Santa Fe Rd. Encinitas, CA 92024

2009 Mini Grant Application Process

Any additional questions not answered below should be directed to Cindy Gray of The Encinitas Educational Foundation at (760) 815-6901 or via email to cgray_ca@hotmail.com

1. When is the application due? What if I need more time?

Received by 4 pm on September 18, 2009. Absolutely no late applications can be accepted.

2. Who is eligible to apply for a EEF grant?

Teachers and Administrators; staff, parents, students of one of the nine elementary schools within EUSD. Community members sponsored by certified staff and approved by the school principal are encouraged to apply on behalf of one of the eligible schools. Each of the 9 schools of EUSD will be awarded a minimum of \$500 in grant monies assuming acceptable grant requests are received. Multiple grants may be awarded to a single school.

3. What is the most money I can request for my grant idea?

Mini-Grant applications will be considered for amounts **less than \$1,000** from EEF, with no exceptions.

4. My proposal is related to technology. Are there any requirements of me?

Yes. Applications requiring the purchase and/or usage of technology-related equipment must be signed by Mike Guerena - Encinitas School District's Director of Technology. Please allow 4 business days for approval. If sufficient time is not given for approval, grant request may not be considered.

5. My proposal will rely on other sources of funding in addition to EEF. What do I need to do?

Any other funding sources must be documented by a simple signed letter of commitment from the funding source in order for your application to be considered. Specific dollar amount must be included in the letter.

6. Will my idea work? What is the committee looking for?

Applicants are encouraged to apply for funds for innovative project ideas that will enhance student learning, or for projects whose funding will result in active student engagement and improved comprehension and/or level of learning for participating students. Preference will be given to those requests aligning with EEF's goals of integrating technology into learning or providing opportunities to learn or experience Visual or Performing Arts. Be creative! We are also looking for innovative ways to incorporate The Arts with Language Arts, Math, or Science. We are not looking to fund teaching aids such as Elmos and LCD Projectors.

7. When and how will I know if I will receive an EEF Grant?

You will be notified by September 28, 2009 and are asked to attend the Grant Recipient Showcase Event on May 17, 2009 (date subject to change) to share your results.

8. If I do not receive a grant this time, can I re-apply?

Yes! If you do not receive a grant in this grant cycle, you may re-apply during the next open grant cycle. The next cycle will be determined by the board based on the availability of funds.

9. What are the restrictions for funding?

Non-fundable requests include EUSD staff salaries or leave, food, and clothing (excluding costumes). We also will not approve requests that benefit another charity or 501c3 (besides your school site). We will not fund or sponsor other fundraisers, or requests by schools outside of The Encinitas Union School District.

10. What criteria will be used to select award recipients?

Your application will be evaluated according to the following scale:

25 points: Does this request target a specific need?

20 points: Degree to which innovation is used in the concept and/or execution of the project.

15 points: The number of students served.

8 points: Are there matching funds and/or other community support provided?

8 points: Budget – Is the submitted budget clear and concise?

8 points: Presentation – Is the request detailed and accurate?

8 points: Clarity of Purpose – Is the purpose clearly communicated?

8 points: Alignment with EEF Goals (see #6 above)

100 points TOTAL

All requests receiving a minimum of 70 points will be eligible for Board approval. The Board reserves the right for final determination of an award.

11. If I am awarded a grant what will be required of me?

You will be expected to attend the Showcase in May to share your experiences with our School & EEF Board Members, other EUSD schools, and members of our community. We would ask that you share guest speaker/assembly dates and times with EEF so we may try to attend. For the Showcase night, you may choose to submit a photo essay authored by the affected students, or you may choose to submit student narratives, photos, slideshows, etc. to document your execution of the completed project. Other expectations and requirements include:

- Fund expenditure within one year of being awarded a grant and revert all unused funds to the Foundation.

- Obtain approval from the EEF Board of Directors for any changes to the project or budget, and notify the board in a timely manner of any major problems that will prevent completion of the project.

12. If I am awarded a grant, how do I access my funds or move forward with my project?

You may request a check payable to the vendor or supplier directly or you may purchase the approved items and request reimbursement from EEF. You will be provided with more information on each method when you receive your award letter.

13. If there is an award of equipment or non-consumables do I keep them for future use?

All awards granted by EEF are made to the school where the students were served not to the recipient of the grant. Any equipment and/or non-consumable materials must remain the property of the sponsoring school for future student use.



**Encinitas
Educational
Foundation 2009 Mini Grant Application Packet**

*Please limit your application to a **maximum of 3 pages** (not including supporting documents; consent form and/or or commitment letter) with no modifications to the format or stated questions.*

You must submit 3 (three) copies of your application for consideration.

Section 1: General Information

Date	
Name	
Patron Status (circle one)	Teacher Administrator Parent Student Other
Email Address	
Home Address	
Home Phone	
Name of the Project	
Total Project Cost	
Dollar Amount Requested from EEF	**\$1,000 maximum for Mini Grants **
Number of students directly involved	

Section 2: Project Proposal

1. Description of entire project, including parts not funded by this EEF grant.
2. Describe the need of the targeted group or school site addressed by this request.
3. Briefly describe the innovation and how it will expand, enhance, and/or increase student learning.
4. Describe other funding sources or community support (including matching funds) and how those funds and/or resources will be used (signed supporting letter required).
5. Can you identify any additional district costs associated with your efforts not funded by this grant (installation of equipment, technical support, etc.)? Include specific dollar amounts.
6. Who will be involved? How many students will this impact and how often?
7. When and where will this project take place? (During school, after school, off site, etc.)
8. How will you measure success?
9. How do you plan to notify the community of your project? How will you participate in the sharing of information about your project? (See FAQ #11 for ideas).

Section 3: BUDGET

Please provide a budget for your request. Please include specific ordering information such as vendor and catalog number.

Once approved there shall be no changes to the approved budget without the consent of the EEF Board of Directors. Approval for changes can be made via email to: cgray_ca@hotmail.com

Applicants will be required to submit receipts and documentation of all expenditures in order to receive reimbursement or funding for the project. All requests for funds must be received by November 1st of the following school year. More information on accessing your award will be provided with your award letter.

Applicant Name(s) please print _____

Project Name _____

Applicant Signature(s) _____

I acknowledge I have read what will be required of me should I receive a grant (showcase attendance & financial accountability).

Contact Phone Number(s) _____

School: _____

Staff Sponsor (if applicant is not a teacher or administrator) _____

Principal Approval _____

Date ____/____/2009

Director of Technology Approval (if applicable – See FAQ #4):

Date ____/____/2009

comments (optional):

Please list any signed supporting documents you have attached

(see FAQ#5 for required supporting documentation):

Please submit by mailing your completed application via Inter-District Mail or USPS to:

The Encinitas Educational Foundation

Attn: Mini-Grant Committee

101 S. Rancho Santa Fe Rd.

Encinitas, CA 92024