



## GRANT INFORMATION

### MISSION

The mission of the Cascade Education Foundation is to raise and allocate funds to support the ever-changing educational needs of the Cascade School District and help meet the needs of our community. Cascade Education Foundation is a non-profit organization dedicated to helping our teachers and students in the Cascade School District in Leavenworth, Washington. Donations and money raised through fundraising go right back to our schools in our community. Thank you for supporting our teachers and students.

### CRITERIA FOR FUNDING

- Projects must be recognized as being in the best interest of the students of the Cascade School District and support and enhance educational opportunities for said students. Any projects must be consistent with existing district policies, priorities, and accompanying state and federal regulations.
- Creative, age-appropriate projects that enhance the learning experience will be given preference.
- Only current staff members of the Cascade School District may apply.

### TIMETABLE FOR FUNDING

- This is now **one** grant cycle during each school year. The application due date is:
  - **January 30<sup>th</sup>** for spring projects of the current school year and early fall projects of the following school year.
- Grant applications will not be reviewed until after the grant deadline date.
- Applicants will be informed of acceptance or denial and funds will be dispersed within 30 days of the application deadline.
- Grant funds must be expended during the school year for which the grant application was made unless other arrangements are made with CEF.
- Any remaining funds must be returned to the Cascade Education Foundation for redistribution.

### APPLICATION REQUIREMENTS

- The application must be complete and submitted to the District Office or Postmarked by **January 30<sup>th</sup>**.
- Submit **three** hard copies of your application.
- Applications can be submitted two ways:
  - USPS to: CEF Grant Committee, PO BOX 683, Leavenworth WA 98826.
  - Hand delivered to the District Office at 330 Evans St., Leavenworth WA 98826. Please address envelope Attn: CEF Grant Committee.
- CEF will not accept or review submissions via email.
- Incomplete applications may not be considered.

Please direct any questions regarding this application process to [cef@cascadesd.org](mailto:cef@cascadesd.org) with the subject: Grant Committee.



## GRANT APPLICATION PAGE 1

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization or Group: \_\_\_\_\_ School: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Is this an arts/technology project? (circle one): YES or NO

Award check payable to (circle one): Applicant OR Cascade School District

Building Principal Signature: \_\_\_\_\_

**Please provide answers the following questions as an attachment to the application. Typed responses are greatly appreciated.**

**Proposal:**

Describe the program or project for which the funds are being requested.

**Impact:**

Describe the number of students, age, school, etc. this project will impact.

**Outcome:**

What are the desired outcomes of this project? What do you hope the long-term impact or future benefits to the students of the Cascade School District will be?

**Budget:**

Create a line item budget for this project, including invoices to confirm your request when possible.

- Please list other anticipated sources of funding or in-kind donations.
- If the project is on-going, what are your plans for future funding?
- If other funding is available as well, please specify the portion of the budget requested from CEF.



## GRANT APPLICATION PAGE 2

### **Final Report:**

As a grant-making organization, it is important to measure the impact of our grants on the school district and community. Therefore, approved applicants will be provided with a summary report questionnaire. **We require that you complete and submit this summary report and email Jpeg images of your grant in action within one month of the completion date listed on your application.** Failure to complete the summary report may eliminate eligibility for future grant cycles until the summary is complete.

### **Additional Information:**

- Any grant funds received must be used according to the stated purpose.
- Any unused funds must be returned to CEF within 15 days of completion of the project.
- All items purchased with funds from CEF become the property of the building/school in which they were granted to or returned to CEF if the grantee ceases to work in the Cascade School District.
- The Cascade School District is not responsible for lost, stolen, or damaged items granted by CEF funds.

I, \_\_\_\_\_ agree to the terms listed above on this \_\_\_\_\_ day

of \_\_\_\_\_, 201\_\_\_\_\_.

\_\_\_\_\_  
Signature

### Grant Application Checklist:

\_\_\_ Include three copies of your grant application.

\_\_\_ Annual due date: January 30<sup>th</sup>