

## **EDUCATION FOUNDATION INC. GRANT REQUEST FORM**

**Any student attending school in the Eminence School System, any teacher or administrator employed by the Eminence School System, or any other interested individual or group, may submit a proposal to be considered for funding by the Foundation.**

### **Guidelines for the Allocation of Foundation funds**

**The decision to award funds to any proposal will be based upon the following principles:**

- 1. There shall exist an equitable distribution of funds among the various school levels.**
- 2. There shall exist an equitable distribution among school programs and areas of study.**
- 3. Funding shall be consistent with the expression of community educational goals and needs.**
- 4. Foundation funds may supplement, not supplant other sources of school funds.**
- 5. Foundation funds shall not be used to pay the salary of any school system employee.**

**Application deadline: March 1, calendar year**

### **Notice of awards**

**The Board of Directors shall notify recipients of their awards and the amount not later than March 30 of calendar year and funds shall be made available not later than July 1<sup>st</sup> of that calendar year.**

### **Partial awards**

**When available funds are less than that desired to meet all acceptable proposals, the Allocation Committee and/or Board of Directors may consider partial awards of various proposals.**

### **Evaluation Process**

**Upon completion of the project, an evaluation report will be submitted to the Committee for review. The Allocations Committee will secure the recipient evaluation reports from previously funded projects and they will be reviewed at the time that new applications are being reviewed.**

### **Unused Funds**

**If following the completion of a project there remains any unused funds, the excess funds shall be returned to the endowment fund.**

### **Failure to Perform**

**Failure to complete the activities may result in the suspension of the project and repayment of the award.**

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**Date of Application** \_\_\_\_\_

**Applicant Information**

**Name:**

**Address:**

**E-mail:**

**Phone Number:**

**Project information (type on separate paper and staple to application)**

**Identify your program/request, include amount requested and state the timeline for your project.**

**I have read the criteria concerning applying for this Grant and agree to the guidelines.**

**Applicant's Signature** \_\_\_\_\_

**Return to the Eminence Board of Education (keep a copy for your records).**

**Grant Committee Comments:**

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**Date** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_