



Grant Request Requirements 2012

(application attached)

*****Changes Please Read Carefully*****

1) **\$20,000 GRANT FOR EACH SCHOOL:** Each school will receive \$20,000 in June to use at that schools discretion as long as it has to do with technology. **This grant may be used to fund staff, purchase a program, or to buy hardware needed at that school site.** All schools will need to fill out a grant application and show purchase orders when items are purchased. If a staff member will be funded we will need to see a requisition form submitted to the district for the staff person. If a school chooses to use funds to hire a staff member, the staff member who is paid with funds from the EEF, will be required to submit an annual grant report about their activities and accomplishments throughout the funded school year and present this report to the board during a board meeting at the end of each school year. In addition, the EEF will be requiring each school site to make a creative two minute video showing how the EEF has impacted their particular school site (examples could be a reality show, game show, talk show or just a video of students working and narrating how the EEF benefits your school site). Be creative and please edit the video accordingly so that it fits the two minute requirement. **All participants in this video must sign a waiver for their participation** (*if possible please submit all un-edited footage to the EEF to be used for a future EEF PR video*). The videos will be due **May 15th 2012**. Also, the EEF will need to see continued support of all EEF events with participation, volunteers, and distribution of promotional materials. **** These are the only requirements for the \$20,000.**

2) **EXTRA CREDIT:** This year the EEF will have what we would like to consider extra credit. An additional \$30,000 **TOTAL** is available as extra credit to be divided amongst the 6 schools that participate in the Extra Credit program. The minimum your school site could receive if all 6 schools participate and meet **all** the requirements would be \$5,000. However, if your school site is the only one to achieve all the requirements your site could take the whole \$30,000. (*See table at bottom*) ****Participation for the Extra Credit is strictly voluntary!!**

*****REQUIREMENTS FOR EXTRA CREDIT:**

1. GOLF 2012

- a. 2 adult volunteers for the day of Golf 2012 (volunteer times to be determined by the Golf Committee)
- b. 3 Hole sponsors (i.e.; tap into your parents and find sponsors from outside the EastLake community such as parent employers etc.)

2. CYCLE EastLake 2012!

- a. 2 adult Cycle EastLake Committee Members (these committee members must be named and be active on the Cycle EastLake Committee by **2/15/2012** for eligibility. **The EEF will not request this from your school site YOU must contact Nicole our Executive Director by the date indicated above.**
- b. 2 sponsors for Cycle EastLake -\$500.00 minimum (i.e.; tap into your parents and find sponsors from outside the EastLake community such as parent employers etc.
- c. At least 4 volunteers to be available for the day of Cycle EastLake event (times will be determined by the Cycle EastLake Committee)

The EEF can amend or add on to these requirements if an additional event is implemented in the 2011-2012 school year. We will give the school sufficient notice. The EEF Board of Directors reserves the right to amend these benchmarks exclusively for the implementation of any new events.

****Please note that ALL requirements must be met to be eligible for Extra Credit Funding.**

Sample Table of disbursement

Schools Meeting ALL Extra Credit Requirements	Amount funded per school
6	\$5,000
5	\$6,000
4	\$7,500
3	\$10,000
2	\$15,000
1	\$30,000

Distribution of the Extra Credit-\$30,000 will be done after Golf 2012 so that we can determine everyone's eligibility. ****Please do not budget for the Extra Credit funds.**

Questions Contact:

Nicole Graichen
Executive Director
Nicole@eefkids.org
619-997-6470

2012 GRANT APPLICATION
REVISED FORM
(Please read in its entirety)

MISSION STATEMENT

Established in 1995, the *EastLake Educational Foundation* is dedicated to raising funds to support the highest quality educational opportunities in the public schools within the EastLake community. Schools benefiting include Eastlake High, EastLake Middle, EastLake Elementary, Olympic View Elementary, Arroyo Vista Charter and Salt Creek Elementary.

AREA OF FUNDING

Technology Resources: Focus is on projects/staff that provide education by means of technology to students through instruction, equipment and/or software.

CONTRIBUTION PROCEDURES

- ✓ The Appropriations Committee will review requests in March/April
- ✓ Decisions on funding are made in May, with awards being made in June at graduation and/or promotions TBD.
- ✓ Grant funding limits are as follows:
**Principals are to oversee and approve all Grant Requests before submittal. Grants without Principal signatures will not be accepted*

APPLICATION INSTRUCTIONS

Step 1: Complete the application form and attach program description.

Step 2: Sign this form and obtain the necessary signatures (any co-applicants, the project coordinator if there is one, and your Principal). This is very important. Signatures show us that you have support for your grant idea.

Step 3: Email as pdf to nicole@eefkids.org or fax, to Nicole Graichen (information below). Must be in EEF possession by 5pm on Friday, March 23rd 2012. You will receive a confirmation email once your application is received.

Step 4: Create creative two minute video showing how the EEF has impacted your particular school site. Must be turned in by Tuesday, May 15, 2012.

SUBMITTING INFORMATION

Please submit to this application to EastLake Educational Foundation office no later than **5pm on Friday, March 23rd 2012.**

These will be candidates for funding in June of 2012.

Email to: Nicole Graichen, Executive Director

Attn: 2012 Grant Application

nicole@eefkids.org

or fax PDF to (866) 640-6613

CONTACT INFORMATION

DATE OF APPLICATION: _____

SCHOOL NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

PROJECT INFO & FUNDING REQUEST

Project Title: _____ Funding Request \$ _____

Project Coordinator's Name & Title:

Additional Applicants (other teachers/staff making this application with you and will participate in using/implementing the grant):

Your Contact information so we can reach you with questions and provide a confirmation email:

The Best Phone Number: _____

E-mail: _____ FAX (if available): _____

PROJECT DESCRIPTION (no more than 5 pages in length)

PROPOSAL FORMAT

*****Please submit your proposal and budgets on separate sheets. Responses should be typed.*****

Your proposal should include the following information:

- 1. Describe the project/activity** for which funds are being requested.
What activities or procedures will be employed? What will the students do?
- 2. Describe the children** who will be served – number of students and age/grade range.
- How will this project/activity **relate to** and/or **enhance** your regular program?
- How will you **assess** student learning and/or the impact of the project/activity?
- Proposed budget for the project/activity
- 6. Previous Grantees Only:** If you are applying for the same project or program for which you have received grant funds from the EEF, specify how the program has changed or been modified.

SIGNATURES

If this project is funded, I agree to abide by all conditions and expectations that EEF has established concerning this grant.

SCHOOL SITE - _____

Principal's Name Printed

Principal's Signature

Project Coordinator's Name Printed

Project Coordinator's Signature

Co-Applicant's Name Printed (if any)

Co-Applicant's Signature (if any)

Co-Applicant's Name Printed (if any)

Co-Applicant's Signature (if any)

Co-Applicant's Name Printed (if any)

Co-Applicant's Signature (if any)

Co-Applicant's Name Printed (if any)

Co-Applicant's Signature (if any)