

Applications will be e-mailed to all District staff and posted on our website when the grant cycle opens. The selection of grants to be funded is not arbitrary and involves a dedicated group of volunteers who are committed to identifying the best projects within the applications received. The goal is to be fair and equitable in granting awards, within the limitations of available funds. Since its inception, this program has funded \$250,000 to classrooms and school programs. ***NEW* in 2012/13, the Mini Grant program will be consolidated to ONE grant cycle each year, taking place in the fall.**

Who can apply for a grant?

Any employee of the school district may apply, but **all** proposals must receive approval by a principal or the administrator responsible for the area in which the proposed program will be implemented prior to funding.

How much money may I request?

\$1,000 is the maximum grant amount. All proposals must include a detailed expense budget for funds requested from CPSF and include any revenue that will be used from other sources. For larger projects, we strongly recommend multiple funding sources.

How do I apply?

You must submit your proposal using the CPSF Mini Grant form, which can be found at www.cpsfoundation.org. Download the form in Word format, complete it, and then save it using **your last name as the file name**. Email the completed form to brenda.vandevelder@corvallis.k12.or.us and **copy your principal or administrator**. We will seek input from principals and/or administrators to assist with prioritizing grants from each school. *We are not able to review supplemental materials and ask that you limit your submission to the one page application form.*

What does the Foundation look for in grant proposals?

The following categories are **priority funding areas**:

Enhancement of Education

- Music, art, language or non-academic extended learning programs
- Innovative programs - also described as “first-time”, “best practice”, “unique”, “pilot”
- Specialty equipment or technology - Microscopes, globes, iPad applications, digital camera

The following categories are **less likely to be funded**:

- Curriculum and textbooks. All book requests will be reviewed by CIMC to avoid duplication.
- Equipment that could be used in all or most classrooms, e.g. computer, monitor or printer

The following categories **will not be funded** with very few exceptions:

- Incentives, rewards, tokens, food and consumables
- General school supplies and equipment

What considerations are used to determine which requests are funded? (in order of priority)

- Number of students who benefit
- Promotes collaboration between teachers, schools, and/or community
- Durability of benefit (more than one class/year) and shared by more than one class
- Leverages financial and/or volunteer support from other sources
- Innovative, unique and use of “best practices”

How long do I have to spend the grant funds? *NEW* policy

Grant monies must be spent by May 15 unless you have made special arrangements with the CPSF. If actual grant expenditures are less than the full grant amount, the balance will be returned to the CPSF Grant funding pool.

Do I need to provide a report at the completion of the project?

You will receive a reporting form that is due May 31. Grant awardees must satisfactorily complete and submit the report to the Foundation in order to be eligible for future mini-grant funding.