



Castaic Education Foundation
28131 Livingston Avenue
Valencia, CA 91355

DUE: January 14, 2022

2021-2022 PETER SHARP MINI GRANT

COVER SHEET

MINI GRANT # _____
(To be completed by Foundation Coordinator)

APPLICATION DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S E-MAIL ADDRESS THAT IS CHECKED REGULARLY: _____

TITLE OF PROJECT: _____

LCAP GOAL/ACTION, STATE STANDARD OR PRESCHOOL STANDARD:

BUDGET TOTAL (including sales tax and shipping) (\$500 MAXIMUM): \$ _____

SIGNATURE: _____ CES CMS LOS NHE PRESCHOOL

Your signature certifies that you are the author of this grant

PRINCIPAL'S SIGNATURE: _____

DISTRICT NETWORK SUPERVISOR SIGNATURE (if applicable): _____

DIRECTOR OF FACILITIES SIGNATURE (if applicable): _____

All grant applications must be signed by your site principal in order to be reviewed. Grants containing technology must be priced and pre-approved by Del Hickman, District Network Supervisor, Ext. 1512. Grants that involve large equipment (play equipment, furniture, structures, etc.), district-assisted installation, etc. must be pre-approved by Jaime Garcia, Director of Facilities, Ext. 1546. Grants for Professional Development must be pre-approved by Kim Tredick, Asst. Superintendent, Ext. 1508. It is the applicant's responsibility to obtain the above approvals and signatures. If in doubt, get the signature. Applications are due to Julia Phippen at the District Office by January 14, 2022 at 4:00 p.m..

The grant award ceremony will be on March 9, 2022. This is our chance to honor you and promote the Ed Foundation so attendance is required

FUNDING RESTRICTIONS

Incomplete applications will not be considered. Grants without necessary signatures are considered incomplete and will not be reviewed.

Requests for the following will not be considered:

- School facilities repair and/or maintenance
- Field trips (including transportation) unless tied to the LCAP (must specify)
- Equipment rental
- Subscriptions, fees, warranties, licenses, dues, apps, service plans
- Classroom Consumable items- (ink, paper, paint, etc.) unless project related (must specify)
- Assemblies/events unless tied to the LCAP (must specify)
- Sponsorships
- Multiple grants from one teacher in the same school year
- Payments to teachers or other personnel
- Chromebooks, I-pads, laptops

GUIDELINES FOR PROFESSIONAL DEVELOPMENT (PD) GRANTS

- All PD grants must support the CUSD LCAP goals (must specify).
- Grants written for PD may be written by an individual or as a group/team. However, the total cost of the grant may not exceed the \$500 limit.
- The grant application may include transportation costs, hotel costs and meals (excluding alcohol) in addition to conference fees. Each participant may spend a maximum of \$45 on meals each day.
 - Breakfast- not to exceed \$10
 - Lunch- not to exceed \$15
 - Dinner- not to exceed \$20
- Participants will be expected to pay for hotel, travel, conference fees and meals. They will be reimbursed once proof of purchase in the form of itemized receipts and attendance are received.
- If a team of staff members has written a grant collaboratively, each individual may not exceed the \$45 daily meal limit. In the case where one staff member does not reach the \$45 maximum, the remaining balance may not be applied towards another staff member's meal costs that exceed the \$45 limit. An itemized receipt must be submitted for each meal.
- All grant applications for PD must address a plan for communicating the learned information during PD opportunity at either the site and/or district level. All PD grant participants are required to present to the staff.
- A limit of one PD grant may be awarded each grant cycle.
- All grant PD winners will be expected to complete a separate follow-up reflection page.

CASTAIC EDUCATION FOUNDATION GRANT APPLICATION

PROJECT TITLE: _____

PROJECT NARRATIVE- Describe the project you are seeking funding for. Include goals and objectives (1 page maximum).

BUDGET- Cost of all items to be purchased, **including sales tax and shipping**. Grants will not be considered without tax and shipping.

[illegible]

All items purchased with grant funds will be owned by the Castaic Union School District. Upon transfer to another CUSD school, the grant recipient may, with approval from their principal, take the items to their new school.

Grant Recipients will be sent a Grant Follow-up Form which they are required to complete and return with a photo/video of students using the grant materials.