

CUSD EDUCATIONAL FOUNDATION, PO Box 1597, San Andreas, CA 95249
MINI-GRANT PROGRAM

1. Mini-grants will be available for projects to benefit students of Calaveras Unified School District on a district-wide basis.
2. The maximum allowance per grant will be actual expenses not to exceed \$500.00.
3. Grants may be written by individuals (teacher, parent or student) or by a group (a class, faculty, parents' group or school-sponsored team). Student applicants will need a school-affiliated adult sponsor. Groups will need to provide contact information on the application. If no group contact information is provided, the principal will receive the information.
4. The grant funds may be used to buy materials, to import expertise, or to pay for services needed to successfully complete a project. Funds will be expended upon the presentation of receipts. Advanced dispersal of funds may be requested.
5. Grant funds should not be used to supplant other funds that are available for project use.
6. The recipient of the grant will be expected to provide follow-up on the project to the Foundation Board, if requested.
7. A person or group may not receive more than one grant during a school year.
8. The first round of grant applications (fall cycle) each school year will be accepted August 1 through September 30th.
9. For judging purposes, the name of the person requesting the grant and the school to which the grant would apply will not be known to the Foundation Board members who are scoring the applications, until after the scoring of the applications has been completed.
10. A committee of Foundation members will evaluate grant requests in early October and make recommendations to the complete Foundation Board at the regular October meeting concerning which grants to fund. The final decision will be made by the entire Foundation Board.
11. Funds will be dispersed beginning in the month of November.
12. A second round of grant applications (spring cycle) will be accepted from January 1 through the last day of February. Judging will take place and recommendations will be made during the month of March with funds being disbursed beginning in April.
13. Grants awarded in October (fall cycle) must be finalized and funds expended before the end of June of the same school year. Grants awarded in March will expire at the end of December of the calendar year in which they were awarded.
14. Grants are competitive and will be awarded based on merit and not according to a prescribed schedule per school.
15. **Teachers who are awarded their grant request and then transfer to another school within the district, may take the items with them if they can be used at the new site. *This action is only allowed if it does not cause disruption by removing those items from the original site.* If a teacher leaves the district, the items that were awarded by the Ed Foundation mini-grant must remain with the school.**