



Castaic Education Foundation
28131 Livingston Avenue
Valencia, CA 91355

DUE: January 19, 2024

2023-2024 COMPETITIVE GRANT

COVER SHEET

GRANT # _____
(To be completed by Foundation Coordinator)

APPLICATION DATE: _____

APPLICANT'S NAME: _____

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

TITLE OF PROJECT: _____

BUDGET TOTAL (including sales tax and shipping) (\$5,000 MAXIMUM): \$ _____

WILL YOU ACCEPT PARTIAL FUNDING? _____ MIN. AMT. YOU WILL ACCEPT _____

IF YES, WHERE WILL BALANCE OF FUNDS COME FROM? _____

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 the Manager of ITS, Ext. 1512. Grants that involve large equipment (play equipment, furniture, structures, etc.), district-assisted installation, etc. must be pre-approved by the Director of Facilities, Ext. 1546. Grants for Professional Development must be pre-approved by the Asst. Superintendent of Ed. Services, 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 19, 2024 at 4:00 p.m..

FUNDING EXAMPLES

The following are examples of items the foundation has funded in past years:

- 3D printer
- Video production equipment
- Flexible seating
- Items for middle school electives
- Virtual reality software
- Musical instruments
- Board games
- STEM items
- Outdoor garden
- Whiteboard tables
- Classroom and library books

FUNDING RESTRICTIONS

Requests for the following will not be considered:

- Items for after school programs
- Field trips (including transportation)
- Assemblies/events
- School facilities repair and/or maintenance
- Equipment rental
- Subscriptions, fees, warranties, licenses, dues service plans
- Classroom Consumable office supplies- (ink, copy paper, paper clips,etc.)
- Sponsorships
- Gift cards
- 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

- For 2023-24 the foundation will fund up to \$2,500 total for all professional development 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.
- 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.
- 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.

The grant award ceremony will be in Mid-March. This is our chance to honor you and promote the Ed Foundation so attendance is required

CASTAIC EDUCATION FOUNDATION GRANT APPLICATION

1. PROJECT SUMMARY- How will the grant benefit students?

2. PROJECT NARRATIVE- Discuss specific activities that will be used to achieve your objectives and how they will support the LCAP (list goal and action), California State Standards or Preschool Standards, enhance existing programs and provide innovation in education?

3. Benefits- Who will your project impact? **What** subject areas and skills will be targeted? When will your project be implemented? Is the timeline finite or ongoing?

4. Potential- How will your grant impact families, the community and/or other schools? Is it easily replicated? Can materials be shared, e.g. checked out of the library or some other accessible location? What barriers do you anticipate in the implementation? If this grant is for PD how do you plan to communicate the learned information at the site and/or district level?

