



**CORONA-NORCO
SCHOOLS
EDUCATIONAL
FOUNDATION**

**GRANT GUIDELINES &
APPLICATION**

*"Make a Difference in a Child's
Life"*

Our Mission:

The Corona-Norco Schools Educational Foundation will promote educational excellence in the Corona-Norco Unified School District by providing financial resources for programs and services that enhance academic achievement and overall student success.



CORONA-NORCO SCHOOLS EDUCATIONAL FOUNDATION

Grant Guidelines

Education Foundation Purpose:

The Foundation is organized for the purpose of providing unfunded needs of the students of our district. Priorities are Academic Intervention Programs, Arts & Music Programs, After School Enrichment, Science/STEM, and Technology Upgrades.

Procedure for Grant Applications:

The Foundation directors meet and review all applications. Deadlines are required to allow applications to be circulated prior to the scheduled meetings.

*Please submit applications by **November 18 2016**.*

*Notification of award will be sent to the applicant by **December 9, 2016**.*

Applicant Requirements:

If the grant award is accepted, the applicant will be responsible for the collection and submission of all financial receipts to the Foundation directors. Upon closure of grant process, applicant must submit a summary report.

Expenditures exceeding the grant award will be the responsibility of the applicant's school budget. Unexpended grant award budgets will be returned to the Foundation.

Grant recipients and respective school site receiving funding will be required to volunteer at Foundation activities during the grant funding calendar year.

Grant applications must be submitted before deadline date to:

Corona-Norco Schools Educational Foundation
2820 Clark Avenue, Norco, CA 92860

Questions on any grant application process can be directed to:
Gretchen Doughty
Phone: 951-201-5771
Email: GretchenDoughty.cnsef@gmail.com



**CORONA-NORCO SCHOOLS EDUCATIONAL FOUNDATION
GRANT APPLICATION**

Grant application areas of focus:

- Intervention Program
- Arts and/or Music Program
- After School Enrichment
- Technology Upgrades
- Science/STEM

Description of Grant Request: _____

Outcome Expected: _____

How will results be measured? _____

How will this program improve student achievement? _____

Project Beginning Date: _____ **Project Ending Date:** _____

Funding Amount Requested: \$ _____ **(Not to exceed \$1,000.00)**

List other funding sources available (e.g. Title I, PTA, SIP, etc.) to be used in conjunction with CNSEF funding. _____

*PLEASE NOTE: expenditures exceeding the grant award will be the responsibility of the applicant's school budget. Unexpended grant award budgets will be returned to the Foundation. Grant awards must be expended by June 30 of the current fiscal year.

PROJECT CONTACT INFORMATION

Requestor's Name (Please Print): _____ **Position:** _____

Principals' Name (Please Print): _____

Principals' Signature: _____

School Name: _____

School Address _____

FOR OFFICE USE ONLY

DATE INITIALS

_____ Date grant application received

_____ Grant reviewed (circle) Approved/Declined

_____ Letter sent to applicant indicating approved/declined application

_____ Receipts or accounting of expenditures/summary letter received-funds dispersed

_____ Amount Awarded \$ _____

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1. What will be the student learning outcomes? _____

2. What will be the ongoing impact on your school of this project? _____

3. Please attach the anticipated budget for this project. Make sure costs are itemized. If you are requesting funding for equipment or materials, please contact Jordana Moreno, Purchasing Director, at (951) 736-5051 for price quotes and attach. If you are requesting funding for personnel, please contact Human Resources, 951-736-5063 for cost and policy assistance.