

EEF Grant Deadline Oct. 9

Application Instructions for 2011

EEF uses unrestricted gifts to fund projects across the district.

Grant authors: Your proposal (maximum two pages) must be sent as an **attached file (Word or pdf format)** to **eef@4j.lane.edu** no later than midnight on Sunday, Oct. 9. Do not include photos, graphs or tables unless your document is in pdf format. Do not put your proposal into the body of the email. Be sure to answer all questions in the box below.

Site-council convenor: Approve proposals for submission by your school, using whatever process is customary. Option A): Send as many as two proposals for up to \$500 each, plus two more proposals for up to \$2,000 each. Option B): Send a single proposal for \$5,000. If you pick B) you must consider the possibility of partial funding, naming a lower amount that would be acceptable and what it would provide you.

Principal: Confirm the proposals in rank order of priority (#1, #2, #3, #4) in an email to **eef@4j.lane.edu** by Sunday, Oct. 9.

(For proposals sent by central 4J administrators, any amount may be requested. There is no cap on the number of proposals that a department may send.)

Author name:

Author e-mail:

Proposal name—

“EEF-funded” then maximum of five words: “EEF-funded _____”

Total amount requested:

School name (or 4J department):

Site-council convenor name (or 4J administrator):

Description.

Why is this project important?

Which students, and how many, are served by this project?

Does this build on previous work?

Budget (itemize specifics of staffing, supplies and services)

How will this project be evaluated?

Brief responses are fine; proposal must neither exceed 1,000 words nor 2 pages.

Schools, in selecting proposals to submit, are encouraged to consider the district's mission and goals. These are outlined in 4J's annual budget document.

EEF grant reviewers favor proposals which do one or more of the following:

- Broaden a student's educational experience
- Help the greatest number of students,
- Lend direct, immediate support to instructional activities and services
- Assist other efforts to expand educational opportunity,
- Encourage completion of a student's education

When you accept a grant, you agree to the following provisions.

No funds will go to staff release time.

The grant author will submit a year-end report by May 30 (a form will be sent to you).

The grant author will submit two digital photos (and permission forms) during the year.

The principal will ensure all funds are spent by the end of the school year.

All references to the grant made by the school (such as newsletters, flyers, posters) will include the full name of the grant, leading with "EEF-funded". Example "EEF-funded Zoo Trips."