Dear 4J colleagues,

Greetings from the Eugene Education Foundation! We are thrilled to announce that the EEF Grant Application Cycle for School Year 2017-2018 is NOW OPEN. Grant applications will be accepted through May 15, 2017. The EEF Board of Directors will meet in June to review applications, and will communicate about awarded grants shortly after that. Funds will be made available in September 2017 for your use across the 2017-2018 School Year.

**Please read the following guidelines carefully, as some requirements have changed.**

EEF Guiding Principles for Grant Funding

--EEF supports educational enrichment programs throughout 4J.

--EEF aligns its resources to help schools achieve their educational goals.

--EEF supports district-wide strategic initiatives.

--EEF values equity in educational programming and opportunities.

--EEF rewards exceptional and innovative ideas.

**1. When to apply:**Applications may be submitted now through May 15, 2017. We will not accept late applications. Please remember that each school must list their grant requests in order of priority. This is done by the Site Council and principal. This ensures that projects support district and building goals, represent the needs of the school, and benefit the greatest number of students possible. It also helps us know what order to honor if we are unable to immediately fund all of your requests. We consider priority among other factors, but it is not a guarantee of funding.

**2. How to submit applications:** Please submit a separate word document for each grant you submit. Please attach all applications to one email, with the name of your school in the subject line, to eefgrants@4j.lane.edu. Please list the priority ranking of your applications in the email. Please name the word document “School Name\_<Ranking Number>\_Grant Title.” For example: “Camas Ridge\_1\_OBOB.”

**3. Who writes the grant applications:** Applications and grant reports written by teachers or others who are directly engaged in the projects tend to have more powerful details, both anecdotal and statistical. The stories that are told in the grant applications and reports are essential to the Foundation's fundraising efforts and we greatly value the information you share with us.

**4. What to apply for:**EEF prioritizes requests that support educational enrichment, equity and/or access programs, and that impact the largest number of students possible.

Grant requests may be requested in any amount up to $5000. EEF encourages schools to submit multiple grant requests for a range of high quality projects. EEF does not guarantee funding for every school that applies. Applications must align with EEF’s Mission Statement and should be professional and show thought. Grants which have been requested and funded more than three years in a row must document impact and success to be considered for ongoing funding.

While we welcome applications that pertain to a variety of needs, we prioritize grants that relate to the following: Arts, Literacy, and STEM. The Foundation will consider technology grants as long as they have been approved by Kim Finch, the district's Instruction Technology Administrator.

**5. What not to apply for:** EEF does not fund release time or extended contracts for planning and staff development. We do not fund salaries for regular 4J staff.

**6. District-Level/Departmental Grants:** District-level programs may apply for grants in any amount up to $10,000. These are grants that often provide funding for a significant number of students, across multiple schools. All district-level grants must be submitted to Charis McGaughy, Assistant Superintendent for Instruction, who will organize the district-level priority list.

If you have questions or suggestions, please contact EEF at [541-790-7744](callto:541-790-7744).

Thank you!

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Executive Director

Dana Fleming

Schools Liaison and Fundraising Manager