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**[admin\_super] Eugene Education Foundation 2020-21 Grant Application Cycle is Now Open**

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**From :** Eugene Education Foundation <eef@4j.lane.edu> Thu, Mar 05, 2020 03:29 PM  
**Sender :** admin\_super <admin\_super-bounces@4j.lane.edu> 2 attachments  
**Subject :** [admin\_super] Eugene Education Foundation 2020-21 Grant Application Cycle is Now Open  
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## The EEF Grant Application Cycle for School Year 2020-21 is now open.

Grants are due to EEF, ranked by administration and/or site councils, **no later than May 8\***.

***\*Grant authors should submit their applications to administration and site councils prior to the due date to allow for ranking.***

Both the School Grant Application Form and District-Level Grant Application Form are attached.

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

### Grant Guidelines:

Grant applications will be accepted through **May 8, 2020**. The EEF Board of Directors will meet in early June to review applications, and will communicate about awarded grants soon thereafter. Funds will be made available in September 2020 for use across the 2020-2021 school year.

### 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.

## **Application Process:**

### **School Applications:**

Applications from schools must be submitted on school application forms through each school's administrator.

Please copy the application to [eefgrants@4j.lane.edu](mailto:eefgrants@4j.lane.edu) when you email your administrator so that EEF staff knows how many applications to anticipate.

Please remember that **each school must list their grant requests in order of priority**. This is typically done by the Site Council and/or school administration. 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.*

**We will give preference to schools that submit multiple (up to five) applications.** Schools may apply for up to five grants, in any amount, up to \$5,000 per application.

### **District-Level/Departmental Applications:**

Applications from district level programs must be submitted on district application forms to Charis McGaughy's Office in 4J Instruction **no later than Monday, May 4**, where they will be ranked by priority.

District applications should be emailed to Katie McRae, Charis' Assistant, at [mcrae\\_k@4j.lane.edu](mailto:mcrae_k@4j.lane.edu).

Please copy the application to [eefgrants@4j.lane.edu](mailto:eefgrants@4j.lane.edu) when you email Charis' office so that the EEF staff knows how many applications to anticipate.

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.

## Application Due Dates:

Applications are due to EEF, ranked by administrators and/or site councils, no later than **May 8, 2020**. We will not accept late applications.

School grant applicants should check with their school's administration about the date they need the applications prior to May 8 in order to have time to rank them.

District-level grant applications are due to 4J Instruction ([mcrae\\_k@4j.lane.edu](mailto:mcrae_k@4j.lane.edu)) by **Monday, May 4**.

## How to Submit Applications:

- Submit a **separate** document for **each grant** submitted.
- Attach all applications, in separate documents, to **one email**, with the name of your school in the subject line, to **eefgrants@4j.lane.edu**.
- List the priority ranking of your applications in the email by naming the documents as such: "School Name\_\_Ranking\_Grant Title." For example: "Camas Ridge\_1\_OBOB."
- Handwritten grant applications will not be reviewed.

## 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.

## 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 \$5,000. Schools may submit up to five grant requests total. 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.

***EEF Mission Statement: Promoting educational excellence and opportunities for all students in the Eugene 4J public school district.***

Grants that 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:

- Literacy
- Arts
- STEM (Science, Engineering, Technology, & Math)
- Career/Technical Education (CTE)

## 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.

## Technology Grants:

If you are applying for a technology grant, prior to submitting your application, you must check the content of your request by contacting **Justin Huntley (huntley\_ju@4j.lane.edu)** and **Misty Jackson (jackson\_misty@4j.lane.edu)** in the district's Instructional Technology Department.

**Technology grants that are submitted without following this process will not be considered.**

## Questions?

Contact EEF at 541-790-7744 or [eef@4j.lane.edu](mailto:eef@4j.lane.edu).

### Jessica Barnhart

Assistant Director

Eugene Education Foundation

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#### **EEF District-Level Grant Application Form 2020-21.docx**

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#### **EEF School Grant Application Form 2020-21.docx**

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