

CORVALLIS SCHOOLS FOUNDATION (CSF)

TEACHER GRANT PROCESS

Before-Starting

You will need the following items to complete this process:

- The *CSF Teacher Grant Application Form* (following page).

Note: Refer to the CSF website (<https://www.csfmontana.com>) for complete submission guidelines.

Procedure

1. Complete the *Corvallis Schools Foundation Teacher Grant Application Form* (this form is on the following page).

Note: Please convert your grant submission to a PDF format. If submitted using Google docs, often the document has to be unlocked in order to open and review.

2. Submit the application to the appropriate building principal or administrator.
3. The principal/administrator reviews the application to determine whether it is consistent with Corvallis School District policies and program needs. If the principal/administrator determines the grant is eligible, they submit the request to the Director of Fiscal Services.
4. The Superintendent/Director of Fiscal Services reviews all grant requests and submits eligible grant applications to the Foundation by email (csfoundation.mt@gmail.com).
5. The CSF emails the person submitting the grant and their administrator/principal to confirm receipt of Teacher Grant application.
6. Grant requests are submitted to the CSF by the Director of Fiscal Services and then reviewed at a Corvallis Schools Foundation meeting. The CSF will email the requestor with results within one week after the meeting.

Note: If you would like to present your request in person to the CSF Board, please email the Foundation at csfoundation.mt@gmail.com to make arrangements. The form on the next page still needs to be completed if presenting the request to the Board in person.

Note: If your Teacher Grant is approved and you are purchasing goods or services with your grant funding, please consider buying locally when possible.

You Have Completed This Procedure

CSF TEACHER GRANT APPLICATION FORM

General Request Information

Name of Requestor:	
Submission Date:	
Title of Request:	
Total Dollar Amount of Project:	
Dollar Amount Requested from CSF:	
Date Funds Needed:	
Dollar Amount Raised From Other Sources and Identify Other Sources:	
Dollar Amount contributed by District and CSD Administrator approving the funds:	
Proposed Alternatives if funding not provided:	
Number of Students Impacted:	
Grades of Students Impacted:	
Student Populations Impacted: (e.g., student clubs, special needs, after school programs etc.)	
Do you anticipate making a request in the future for this same program?	
If grant is approved, what CSD account should be used for deposit: (Building administrator can help with this item)	

CSF TEACHER GRANT APPLICATION FORM (CONT'D)

Description of Teacher Grant

(Please be concise describing your request and do not exceed one page. Your description should include how the request supports the curriculum.)

Detailed Budget