

# Coos Bay Schools Community Foundation

## Request for Funding 2019 – 2020

Applications DUE Friday, May 17, 2019

Recipients announced at Inservice Meeting in August 2019

Steps in the Process:

- 1) Eligibility and Priorities:
  - a. All teachers and staff of Coos Bay School District are eligible to apply.
  - b. Requests must fall into one of the following categories: Arts, Academics, Athletics, Activities.
  - c. Requests benefiting a multitude of students and/or staff will be given higher consideration
  - d. Requests for technology must specify how technology will benefit student learning.
  - e. Requests must be signed by principal or direct supervisor.
- 2) Fill out Request for Funding Form below.
- 3) **Submit request by mail to CBSCF, PO Box 873, Coos Bay OR 97420.**
  - a. You may also submit electronically to Candi Hill Runn at [candi.runn@lfg.com](mailto:candi.runn@lfg.com). If you choose this method, you still MUST include the Principal's signature and a signature from IT and/or Maintenance if applicable.
- 4) If granted funds:
  - a. Funds must be spent within one year of receiving (unless you request and are granted an extension).
  - b. Complete and turn in Final Report Form with project receipts June 30, 2020, or 90 days after completion of project; whichever comes first. NOTE: You will not be considered for a 2020-21 Grant if your Final Report for the 2019-20 year is not turned in when due.**
  - c. Share what you've done with the funds; show off; make us smile. We love to receive pictures, videos, invitations to see the project in action or personal presentations to the board!! 😊

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### CBSCF REQUEST FOR FUNDING FORM

Name \_\_\_\_\_

Date \_\_\_\_\_

Position (include school name) \_\_\_\_\_

**Home Address**

\_\_\_\_\_  
\_\_\_\_\_

Phone number(s); cell and/or home \_\_\_\_\_

Email \_\_\_\_\_

1a. Please briefly (four or five sentences) describe your project.

1b. If your request is for technology, please have the IT department review the plan and sign off below as to whether they have the capacity to provide technical support for your proposal.

1c. If your request requires maintenance help, please have the maintenance department review the plan and sign off as to whether they have the capacity to provide said maintenance.

2. How much money are you asking for? Please list the projected budget.

3. Please briefly (two or three sentences) describe the expected outcome of your project.

4. How many students and/or staff will benefit from your project?

5. Would you be able to do part of the project if only partial funding is received? Briefly explain

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Applicant Signature

Date

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Principal's Signature

Date

Instructional Technology Department ONLY (please check one)

Yes, the IT department has the capacity to support the proposal

No, the IT department does not have the capacity to support the proposal

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Informational Technology (IT) Department Signature (if applicable)

Date

Maintenance Department ONLY (please check one)

Yes, the maintenance department has the capacity to support the proposal

No, the maintenance does not have the capacity to support the proposal

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Maintenance Department Signature (if applicable)

Date