

Coos Bay Schools Community Foundation

Request for Funding 2025 – 2026

Applications DUE Thursday, October 31, 2025

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 the 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@osaicfa.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 (including receipts for all expenses) at the **time of checkout at the end of the school year, or within 90 days of project completion**, whichever comes first.
 - c. You will not be considered for the next round of grants if your final report is not turned in by the deadline.
 - d. If you are awarded a grant and need to make any changes, please contact a board member with the updated plans before implementing.
 - e. Share what you have 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!!

CBSCF REQUEST FOR FUNDING FORM

Name _____ Date _____

Position (include school name) _____

Mailing Address _____

Phone number(s); cell and/or home _____

Email _____

1a. Please state the objective(s) of your project and briefly describe it in 4 – 5 sentences.

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. (See page 3.)

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. (See page 3.)

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

3. Please briefly describe (two or three sentences) 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.

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

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 department does not have the capacity to support the proposal.

Maintenance Department Signature (if applicable)

Date

Applicant Signature

Date

Principal's Signature

Date

Do you have family, friends or employers who might want to help support the work you do by donating to the Coos Bay Community Foundation? Please direct them to the CBSCF donation page.

