



Castro Valley Educational Foundation
Grants Chair
PO Box 2693
Castro Valley, CA 94546

OR

EMAIL APPLICATION AS SINGLE PDF TO:
cvef@comcast.net

A complete application must be received or postmarked by midnight of December 1, 2011.
You can now submit your grant application electronically or as an MS Word Form
through the CVEF Grant Program web page.
Awards will be presented in January/February 2012.

GRANT APPLICATION PROCEDURE
(Please refer to “Grant Program Criteria”[†])

Please use only this form and include all the questions followed by your answer.
Only one copy of application is required.

1. Name of school.
2. Applicant name and position (teacher, parent, staff, etc.).
3. Telephone number and email where we may reach you if we need more information.
4. Item(s) and total number requested (e.g., 74 non-fiction books for 3-5th Grade; 4 tubs for garden)
5. Total of funds requested (please attach itemized budget; include taxes & shipping).
6. Vendor/source of prices (if applicable).
7. Are there other approved sources of funding for this program/project? (If yes, list all other sources and amounts available from each, e.g., parent group, SSC, other)
8. How will the grant item(s) be used? Be brief and as specific as possible, including benefits to students.
9. What group or category of students will benefit? How many students will benefit?
10. Are you coordinating your efforts with other teachers/parents/students? If yes, specify.
11. How do you plan to evaluate the success of this program/project? (Post funding evaluation from school is required to be eligible for future grant funding to that school.)

†: Grant Criteria: http://www.cvef.org/grants/grant_program.html

I understand that if awarded a monetary grant by the Castro Valley Educational Foundation I will be required to enter into a fiduciary agreement with the Castro Valley Educational Foundation stating the purpose of the grant, the amount of the grant, and the date by which the grant will be used. I understand that all purchases associated with such a monetary grant must be placed as a purchase order with the CVUSD Purchasing Department and instructional materials be approved by the Educational Services Department and/or the Board of Education as appropriate.

I will also agree to provide the Castro Valley Educational Foundation with receipts for expenditures and will be required to reimburse grant monies which are unused or unexpended by such date to the Castro Valley Educational Foundation.

Applicant Signature

Principal Signature

Applicant Printed Name

Principal Printed Name

Date

Date

**APPLICANT AND SCHOOL PRINCIPAL MUST SIGN AND DATE
THE APPLICATION ON OR BEFORE THE DATE DUE**

If you have questions or need more information, please contact the Castro Valley Educational Foundation at (510) 397-4095 or cvef@comcast.net. A downloadable copy of this application as an MS Word form is available at http://www.cvef.org/grants/grant_program.html