Grant Funding Guidelines

Cass Resources for Enrichment (CARE) Mission
CARE supports our students, staff, parents, and community of Cass School District 63. We are dedicated to raising funds that enrich the educational experience for our children.

CARE Purpose
CARE is organized to operate exclusively for charitable and educational purposes in support of Cass School District 63 to provide a continuing organization outside the public school system to preserve and improve the educational and arts opportunities for students in Cass School District 63, which may employ its funds for such things as improved facilities, new educational programs, permanent collections, social events, scholarships, and any other suitable and worthwhile purposes. CARE is a supporting organization as defined in Internal Revenue Code §509(a)(3), and as such, is an organization exempt from taxation under Internal Revenue Code §501(c)(3).

Funding Eligibility
Current Cass School District 63 staff may request the use of grant funds which will serve to complement, enhance, and enrich educational opportunities for students. Funding will be considered for curricular, instructional, or other projects or activities that achieve our mission.

Application and Approval Process
- There are two funding cycles for each school year. Requests may be submitted by individuals or faculty teams by the following deadlines: **April 15th and November 15th**.
- Along with any accompanying documentation that may be necessary, requests must be submitted on the required Grant Funding Application for approval by the CARE Grant Committee.
- The CARE Grant Committee may, in its discretion, have the school principals and superintendent review the applications for feedback and input on the funding request.

The purpose of submission deadlines is so CARE can evaluate multiple requests at one time and make funding decisions based on the available grants budget. This will allow the faculty to plan ahead for the forthcoming half of the school year and have the grants approved well in advance of those times. Funding decisions will be made within 45 days of these deadlines and funds will be available upon approval. Faculty should plan accordingly for application submissions.

CARE Grants Committee
The duties of the Grant committee are to review all inbound grants. Grants $2,000 and below (mini-grants) shall be voted on by committee members and must have a majority decision. If there is no majority, then the vote goes to the next monthly Board meeting where Board members will review the grant and vote (must have 3/5 vote to pass). Grants above $2,000 must go to the monthly board meeting for vote and must have 3/5 vote to pass. Only board members are allowed to vote on grants.

Criteria and Weighting
In no particular order of importance, the following four criteria will need to be addressed on the Grant Funding Application: (1) Number of Students Impacted; (2) Educational Impact; (3) Innovation, Enhancement and Enrichment; and (4) Ongoing vs. One-Time Projects. Each of the four criteria are weighted equally when funding is determined.

Availability of Funding
Depending on the number of applications received, the amount of funds requested and the total amount of available funds for disbursement, it is likely that not all projects and activities will be funded. Applications that are not funded are welcome for resubmission in a later funding cycle. Any supplies, materials or equipment funded and purchased through CARE shall immediately become the property of Cass School District 63.

Evidence of Successful Implementation
After the project is funded and implemented, CARE requests that the requesting faculty provide documentation to demonstrate successful implementation. We would like to share this information with both the CARE members and the community, to show how CARE is benefiting our students, faculty, and schools. This may include a narrative description, pictures, videos or other methods that show how the project or activity complemented, enhanced and enriched the educational opportunities for students.

CASS RESOURCES FOR ENRICHMENT

Grant Funding Application

Deadlines for Grant Funding Applications are April 15th and November 15th.

_____   _____
Individual or Team Name   Building Assignment

_____   _____
Project or Activity Title   Funding Amount Requested

_____   _____
Grade Level(s) of Students Impacted   Implementation Timeline

Project or Activity Description
On the following page, describe in detail the project or activity for which you are seeking funding, including how the funding will specifically be used. Please address as appropriate the number of students impacted, the educational impact funding will have on those students, how grant funding will allow for educational innovation, enhancement and enrichment, and if this is sustained and ongoing or one-time project or activity.

Project or Activity Budget
Also on the following page, provide a detailed budget so that all costs are fully accounted for and included in the funding amount requested. Any requests for supplies, equipment, materials, speakers, fees, shipping or other costs must be provided, including exact quantities. Approved applicants may only spend up to the amount approved by the CARE Grant Committee. Any unused funds will remain with CARE to fund other projects.

Statement of Understanding and Disclaimer
I/we understand that the not all projects and activities may be funded. I/we also understand that the funds will be used strictly for the projects or activities presented on this application, and that any supplies, materials or equipment funded through CARE are the property of Cass School District 63. I/we further understand that we will be required to provide appropriate documentation demonstrating successful implementation of the project or activity within 60 days of implementation.

_____   _____
Signature of Individual or Team Representative   Date Application Submitted

_____   _____
Signature of Building Principal   Date Application Reviewed

| **CARE Use Only** |
| Application Approved: _____ Yes _____ No   Date Application Approved: _____ |
| Amount Approved: $_____   Date Evidence Provided: _____ |

Grant Funding Description and Budget

Deadlines for Grant Funding Applications are April 15th and November 15th.

Individual or Team Name

Building Assignment

Project or Activity Title

Funding Amount Requested

Project or Activity Description (see page 2 and provide additional pages if necessary)

Project or Activity Budget (see page 2 and provide additional pages if necessary)

Item Description	Quantity	Cost	Total

Total Budget and Funding Requested _____