

2018/19 Venture Grant Application Guidelines

The Central Cambria Education Foundation is pleased to offer educational grants that enhance our student's learning throughout the school year. We have funded many opportunities for our students that would not have been otherwise available. We welcome your grant requests. Please refer to the following guidelines when applying for a Venture Grant.

1. Grant forms must be completed using the most recent application found on the Central Cambria School District website.
2. Forms must be typed and signed by the requestor. Attach any additional information on a separate sheet.
3. The building principal must review and sign the form, indicating approval and compliance with the guidelines.
4. Submit all forms to the CCEF director, Curt Mellott at cmellott@cceducationfoundation.org, who will then submit them to the Grant Committee for review. The Committee will make a recommendation to the Board of Directors, who will then vote upon the request.
5. Grant requests **MUST** be turned in at least one week prior to the CCEF monthly meeting which is held on the third Thursday of each month. You will be notified of the status following the meeting of the Board of Directors.
6. There is a \$1000 limit for Venture Grant requests. No grants will be approved retroactively.
7. Individual teacher stipend for any grant cannot exceed \$200.
8. CCEF does not provide funding for professional development, substitute teachers or club membership fees.
9. Field trips will be considered based upon merit and the availability of funding.
10. All projects are funded based upon the availability of monies and will be awarded on a first-come, first-served basis, depending upon our budget for the school year.

If your grant request is approved, CONGRATULATIONS! Follow the protocol outlined below.

1. The CCEF Treasurer will prepare a check made out to the requestor, unless specified otherwise. The Director will then make arrangements to deliver the check.
2. It is the responsibility of the requestor to notify the CCEF Director and local media (when appropriate) concerning your project to arrange for a photo opportunity. Please provide a short summary for inclusion on the CCEF website/social media.
3. Photos of student participation should be sent to the CCEF Director for publicity purposes. Please make sure all students have proper authorization for photographs.
4. Anyone receiving a stipend must complete an IRS form W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>) and submit it to the CCEF Treasurer when the grant has been approved. Form 1099-MISC will be completed by the Treasurer and mailed in accordance with IRS regulations.
5. All receipts and a brief write-up concerning the grant must be submitted to Robert Datsko, CCEF Treasurer, at rdatskocpa@yahoo.com, within 30 days of completion of the project.

Please don't hesitate to contact us with any questions. Thank you for continuing to make our school district exceptional! We appreciate your support.