

**CORVALLIS SCHOOLS FOUNDATION
FUNDING REQUEST GUIDELINES – 2016**

The purpose of the Corvallis Schools Foundation is to generate, manage, and distribute contributions from individuals, corporations, and foundations to enrich and enhance the educational opportunities and experiences of Corvallis School District #1 students.

The Corvallis Schools Foundation maintains two types of funds.

- *The Endowment Fund* – These funds are invested and the interest income is used to help support programs and projects.
- *Special Projects Funds* – These funds are used to help support current needs.

Who can apply for funds? The Foundation will consider requests from Corvallis School District instructional staff and administrators.

Guidelines for Requesting Corvallis Schools Foundation Funds

Staff should present requests to their building principal; the building principal should review the request with the District Superintendent to determine whether it is an appropriate request for Foundation funding, based on the following:

- 1. Funding requests must be consistent with the purpose of the Corvallis Schools Foundation;***
- 2. Foundation funds are intended to supplement, not supplant School District funds;***
- 3. For continuing programs or projects, the District must have a long range plan to fund future costs; and***
- 4. Funding requests should follow the time table noted in item A. below and should include the information outlined in item B. below:***

A. Funding Request Time Table:

Corvallis Schools Foundation meetings are held at least quarterly. Completed requests must be given to the Foundation Treasurer at least **2 weeks before a scheduled meeting**. The Foundation Board will review the request at the meeting.

B. Funding Request Information:

- 1) Date of request
- 2) Date funds are needed
- 3) Amount requested
- 4) Total cost of the program or project
- 5) Brief description of how the money will be used, including how this request supports the curriculum and how many students in which grades will be impacted. Please be concise – a few sentences is acceptable if adequate to explain the request. The description should not be more than one page.

- 6) Plan for future funding, if applicable
- 7) Dollar amount and the percentage of the total cost contributed by the District
- 8) Others being asked to fund this program/project and the amount of the request to each
- 9) Amount and sources of other funds received for this program/project
- 10) Alternatives if Foundation funding is not provided.

In addition to providing a written request, building principals and/or staff are welcome to present the request in person at a Foundation Board of Directors meeting. Arrangements to attend should be made with the Foundation Treasurer when the written request is submitted. Please direct questions about the meeting schedule to the Foundation Treasurer. Questions about the application process should be directed to a building principal or the Superintendent.

Past Projects Funded by the Corvallis Schools Foundation

Within the limits imposed by the availability of funds, the Foundation Board of Directors is willing to consider any request that is consistent with the organization's purpose. The Board is particularly interested in programmatic and capital needs focused on enhancing the learning experiences of Corvallis students. As the list below indicates, the Foundation Board is open to considering a broad variety of funding requests. Past projects the Foundation has helped fund include:

- instruments, music stands and other support for the music department
- support for the Robotics and Science Olympiad programs
- construction of facilities for special needs students
- seating, sound equipment, and lighting equipment for performing arts
- enhancements for the middle school art program
- graphing calculators for math and science classes
- microscopes for the high school
- resources for the Gifted and Talented Program
- students trips (Yellowstone, Helena, Classroom Without Walls)
- kindergarten iPads
- third grade classroom stability balls

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