



# Paul Linder Educational Foundation 2019-20 Staff Grant

Staff grants are available to all Central Kitsap School District employees. Please follow these instructions carefully. Incomplete applications will not be considered.

Grant #
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Name \_\_\_\_\_ School \_\_\_\_\_

Email \_\_\_\_\_ School Phone \_\_\_\_\_

Submission Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount Requested \$ \_\_\_\_\_

Is this a technology related request?  Yes\*  No

Grants are typically funded up to \$1,000, but all requests are considered.

Is a partial grant ok?  Yes  No

*\*If yes, this application must be signed below by the Department of Information Services Director.*

Signature (DIS Director)

Date

The Paul Linder Educational Foundation is dedicated to promoting excellence in education. It awards grants to promote higher levels of academic achievement. These grants are designed to fund training for students and staff or to purchase unique equipment and materials to expand learning in the classroom. All purchases will remain the property of Central Kitsap School District.

Materials and requisites are listed below. All documents must be delivered to the Paul Linder Educational Foundation, c/o Jane Carter, CKSD Administration Center, by **Monday, December 2, 2019**. We look forward to reviewing your application!

STEP ONE

Obtain an approval letter (on school or district letterhead) from your supervisor or principal. The approval should explain how this grant will help you meet the academic or leadership goals of your school or of the district.

STEP TWO

Write a concise description of your proposal (300-500 words). Be sure to include how your proposal will benefit your classroom, school and/or community.

STEP THREE

Develop a line-item budget so the committee can see how the grant money will be spent.

STEP FOUR

Complete the top portion of this application and return all documents (including this application) bound together by a paper clip rather than stapled. If your request is technology related, this application must be signed by the Department of Information Services Director.

If your proposal is funded, you will be asked to complete an online summary upon completion of the project. The summary will describe the results of your proposal. The information provided will be used in fundraising drives to illustrate how Paul Linder Educational Foundation Grants further educational excellence. Additionally, you may be asked to present your program at the Foundation's annual meeting. Reports are due no later than **May 29, 2020**.

**Questions?** Contact Jane Carter at [JaneCa@ckschools.org](mailto:JaneCa@ckschools.org) or by phone at (360) 662-1621.