



Educator Grant Application Guidelines

IMPORTANT DATES TO REMEMBER

<u>Grant Application Deadlines</u>		<u>Receipt Submittal Deadlines</u>
<i>Fall: October 8, 2008</i>	→	<i>December 31, 2008</i>
<i>Winter: January 14, 2009</i>	→	<i>June 2, 2009</i>

EDUCATOR ENRICHMENT GRANTS

- Only Ravenswood City School District preschool through 8th grade educators may apply for an enrichment grant of up to \$500. In the 2008-2009 school year, educators may apply twice. There will be two grant application periods – Fall and Winter.
- Teachers must submit original receipts or purchase order, along with a post-project report, for past grants by the established deadline in order to apply for future grants. If receipts are lost, a teacher must show the materials purchased to their principal, program director or EPAK board member, who must write a letter on the teacher's behalf to EPAK stating that the materials were indeed purchased.
- EPAK typically funds curriculum materials such as books, science equipment, math resources, software, literacy materials and field trips. EPAK chooses to fund items consistent with the central curriculum; therefore applications requesting clothing, furniture, food, stickers, incentives, or large ticket items will not be approved.
- While EPAK encourages teamwork and collaboration, each individual applicant **MUST write their own grant and MUST be responsible for turning in their own receipts.**

HOW TO APPLY

- Grant application forms can be printed from our website at <http://www.epak.org/teach.html>.
- Applications must be sent by U.S. mail and postmarked on or before the grant application deadlines above. No email or fax applications will be accepted. Send applications, receipts and post-project reports to EPAK, P.O. Box 50542, Palo Alto, CA 94303. *Please do not wait until the deadline to send us your grant application!*
- Applications must be legible and contain a clear description of the project and goals. It must also include a proposed budget with specific items and prices. The selection committee will be looking for appropriateness of requested items and their ability to support the project's goals. Peer review of grant applications is highly recommended.
- Provide quick and easy ways to be contacted. Include your current email address, as well as home phone and cell phone numbers. Thank you for your hard work and dedication to the children!

P.O. Box 50542 Palo Alto, CA 94303
Email: info@epak.org Website: www.epak.org
Message Phone: (650) 852-9398