



**2022-2023  
CORONA-NORCO  
SCHOOLS  
EDUCATIONAL  
FOUNDATION**

**GRANT GUIDELINES &  
APPLICATION**

**For Corona-Norco Unified  
School District Educators**

**“Make a Difference in  
a Child’s Life”**

**Our Mission:**

The Corona-Norco Schools Educational Foundation will promote educational excellence in the Corona-Norco Unified School District by providing financial resources for programs and services that enhance academic achievement and overall student success.



## Grant Guidelines

### **Education Foundation Purpose:**

The Foundation is organized for the purpose of providing unfunded needs of the students of our district. Priorities are Academic Intervention Programs, Arts & Music Programs, After School Enrichment, Science/STEM, and Technology Upgrades.

### **Procedure for Grant Applications:**

The Foundation directors meet and review all applications. Deadlines are required to allow applications to be circulated prior to the scheduled meetings.

### **Applicant Requirements:**

- By submitting the Application you AGREE to volunteer in at least two (2) Foundation Activities during the grant calendar year.
- All materials, supplies and equipment secured under the grant are the property of CNUSD and not the recipient.
- Prior to May 30th of the current fiscal year, applicant(s) must submit a summary report describing how funds were used and outcome of project(s).
- Expenditures exceeding the grant award will be the responsibility of the applicant's school budget. Unexpended or residual grant award budgets will be returned to the Foundation.

Grant applications **must** be submitted on or before **October 1, 2022** and received no later than 4PM.

### **Applications can be sent to:**

Corona-Norco Schools Educational Foundation  
c/o CNUSD Superintendent's Office  
2820 Clark Avenue, Norco, CA 92860 -OR  
Complete attached application and return to:  
Gretchen Doughty - [GretchenDoughty.cnsf@gmail.com](mailto:GretchenDoughty.cnsf@gmail.com)

Questions about the grant application can be directed to:  
Gretchen Doughty - Phone: 951-201-5771

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**GRANT APPLICATION – Page 1**

***Grant application areas of focus:***

Academic Intervention Programs

Arts and Music Programs

After School Enrichment

Science / STEM

Technology Upgrades:

*\*Please note that electronic devices such as laptops, computers, and iPads must be secured through the CNUSD Purchasing Department.\**

**Description of Grant Request:**

**Outcome Expected:**

**How will results be measured?**

**How will this program improve student achievement?**

**Project Beginning Date:** \_\_\_\_\_ **Project Ending Date:** \_\_\_\_\_

**Funding Amount Requested:** \$ \_\_\_\_\_ (Not to exceed \$500.00)

**List other funding sources available (e.g. Title I, PTA, etc.) to be used in conjunction with CNSEF funding.**

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**\*PLEASE NOTE:** expenditures exceeding the grant award will be the responsibility of the applicant's school budget. Unexpended or residual grant award budgets will be returned to the Foundation. Grant awards must be expended by April 15 of the current fiscal year

**PROJECT CONTACT INFORMATION**

**Requestor's Name Position (please print):** \_\_\_\_\_

**Principals' Name (please Print):** \_\_\_\_\_

**Principals' Signature:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**DATE INITIALS**

Date grant application received \_\_\_\_\_

Grant reviewed (circle) Approved/Declined \_\_\_\_\_

Letter sent to applicant indicating approved/declined application \_\_\_\_\_

Receipts or accounting of expenditures/summary letter received-funds dispersed \_\_\_\_\_

Amount Awarded \$ \_\_\_\_\_

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1. Please indicate location of Instruction: \_\_\_\_\_ Classroom \_\_\_\_\_ Distance Learning \_\_\_\_\_

*\*\* Software Purchases: Software apps must be web-based, or installed on district owned and supported devices. Supplies and Services must meet protocols with regard to District standards \*\**

2. What will be the student learning outcomes?

3. What will be the ongoing impact on your school of this project?

4. Please attach the anticipated budget and quotes for this project. Make sure costs are itemized including tax and shipping. Requests for funding of computers, devices, equipment or materials must be coordinated through the CNUUSD Purchasing Department. Please call 951-736-5050 for assistance or price quotes.