

TO: All District #15 Teachers

FROM: Kimberley Butterworth, CBEFAA Executive Director

RE: CBEFAA Innovative Mini-Grant Process

Attached you will find a copy of the mini-grant application procedures for teachers to follow when applying to the CBEFAA for a innovative mini-grant. There are four specific deadlines throughout the year, which we believe facilitate the review process.

These mini-grants are our way to help the classroom teacher who wants to create an innovative program that will enhance the quality of their student's education, but is beyond the capability of the school district's established budget. Mini-grants can make learning exciting for both the teachers and students because they are only limited by their creativity and innovative approaches to education.

We have received many donations that have been specified for this purpose.

If you have any questions, please come see me in my office, located down in the Central Office area or call me at 873-2229, ext. 125.

**CUT BANK EDUCATION FOUNDATION  
AND  
ALUMNI ASSOCIATION**

**GRANT APPLICATION PROCEDURES**

**The Cut Bank Education Foundation and Alumni Association  
(CBEFAA) requests that the following procedures be used when  
proposing a project and/or applying for grant assistance:**

- 1) Develop a general proposal describing the project you would like to propose, or explain an innovative idea you would like to implement in your classroom, or describe a particular unfunded need that you have in your classroom or department.**
- 2) Discuss the proposal with the building principal to determine whether or not District funds might be available in the near future. The principal may have additional ideas or input that will be valuable to your proposal. Be sure to obtain a letter of support from the school principal.**
- 3) Complete the information requirements on the Grant Application form.**
- 4) Once completed, submit the proposal to Kimberley Butterworth in the CBEFAA Office, located in the Administration Office. Your application will then be presented to the CBEFAA Grant Review Committee. The CBEFAA Grant Review Committee will meet during the months of:  
January,  
March,  
June, and  
September**

**To review grant requests. You may be invited to this meeting to make a presentation of your proposal and to provide additional information to the committee if needed. This committee will then make a recommendation to the CBEFAA Board of Directors at the next scheduled board meeting. You will be notified in writing as to the action taken by the CBEFAA Board on your proposal.**

**Deadlines:**

**To be considered for the January review, all grant applications must be received no later than December 15<sup>th</sup>.**

**To be considered for the March review, all grant applications must be received no later than February 15<sup>th</sup>.**

**To be considered for the September review, all grant applications must be received no later than August 15<sup>th</sup>.**

**The CBEFAA Board of Directors do not meet during August and December.**

**If your application is received after the deadline, it will be reviewed during the next grant cycle. Please make note of the deadline dates and make necessary adjustments due to weekends and/or holidays. The deadlines will not be changed.**

**Please keep in mind that the CBEFAA has a limited amount of funds available, and it may not be possible to recommend approval for all proposals submitted.**

**Thank you for your continued efforts to provide a quality education for the children of this community.**