



REEF

Reedsport Education Enrichment Foundation

PO Box 203, Reedsport, OR 97467

Grant Application

Process Checklist:

- **A grant application must be submitted and approved before any money is awarded.** REEF will not award grants “after the fact”. Apply well ahead of your intended project.
- Complete all sections of the grant application.
- Grant must be **signed by applicant, principal, and superintendent.**
- **Applicant will make a brief appointment with their building principal** to review the grant request and to obtain the principal’s signature.
- **Applicant will send the grant application (signed by the building principal) to the District Office, Attn. Superintendent, via interoffice mail** for the Superintendent’s signature.
- Once signed by the Superintendent, **the District Office will scan and email the completed grant** application to Laurice Hedges, REEF Secretary at: laurice.hedges@gmail.com
- **Grant application must be submitted to REEF at the above email by the 25th of the month in order to be considered at the next monthly REEF board meeting.**

Please note:

- Applicants for grant requests of \$1000 or more must attend a REEF board meeting to discuss the grant request.
- Upon review of your grant request, you will be notified by email of REEF’s decision.
- Grants may be fully or partially funded at the discretion of the REEF Board.
- So that REEF funds may benefit as many students as possible, we request notification and withdrawal of your grant application should your project be canceled or if you receive funds for completion from another source.
- The REEF Board usually meets on the first Tuesday of each month. Grant applications must be submitted to the REEF board secretary by the 25th of the month in order for them to be considered at the next monthly meeting.

Date: _____

Person requesting grant: _____

School: _____

Organization (grade level/club/activity): _____

Contact Phone: _____

Email Address: _____

Dollar amount requested from REEF: _____

Purpose of Request (include a full description of the project, how students will benefit, and how the grant funds will be used):

Number of Reedsport youth to be served by the project: _____

Other funding sources for the project: _____

Total Budget amount for your project: _____

Anticipated project period (beginning and ending dates): _____

Any other relevant information you would like us to know.

Signature of Applicant **Date**

Signature of Building Principal **Date**

Signature of School District Superintendent **Date**

Grant applications must be submitted to the REEF board secretary by the 25th of the month in order for them to be considered at the next monthly meeting.