

# CASTAIC EDUCATION FOUNDATION

Castaic Education Foundation  
28131 Livingston Avenue  
Valencia, CA 91355

## **TEACHER GRANT APPLICATION INSTRUCTIONS**

1. Follow all instructions carefully.
2. All applications must include a cover sheet. Every item on the cover sheet must be completed except the Network Supervisor's signature and/or the Director of Facilities' signature if your application is not for technology or large items. You must also include a phone number where you can be reached after June 4 when school is out. This is in case the district has any questions regarding your grant.
3. Any applications for technology-related items must be reviewed and approved by Ken McGaffee, the district's Network Supervisor. Technology grants will not be considered by the Education Foundation without Ken's signature. His office is at the District Office; his extension is 1512. It is your responsibility to get Ken's signature on your application. He will also help you with pricing the items. The Education Foundation will not take responsibility for getting approvals.
4. Any grants written for large equipment or that involve district-assisted installation or maintenance, must be reviewed and approved by Jaime Garcia, Director of Facilities. Grants of this nature will not be considered by the Education Foundation without Jaime's signature. Jaime's office is at the District Office; his extension is 1546. It is your responsibility to get Jaime's signature on your application. The Education Foundation will not take responsibility for getting approvals.
5. All applications must include your principal's signature on the cover sheet. This indicates that your principal has reviewed your application and approves the items for your school site.
6. Your budget page should be as exact as possible. It is helpful to attach a copy of the catalogue or Internet page from which the item will be ordered. All items must be ordered through the district, and the budget must include tax and shipping costs. If tax and shipping are included in the price, then proof must be provided. If tax and shipping are not included in the price, and they are also not included on the budget page with no explanation provided, then the Education Foundation will not consider the grant.
7. Any questions regarding the grant or the grant application process may be directed to Lisa Bloom at the District Office, Extension 1538.