

Canon –McMillan Horizon Foundation
2015-2016 Enhancement Grants
Cover Sheet

Name of Applicant(s): _____

School Affiliation: _____

Grade/Subject Taught: _____

Address for Mailings: _____

E-mail: _____

Phone: _____

Title of Project: _____

Goal of Grant: _____

_____ (One Sentence Only)

Type of Grant Requested: _____ Monetary Grant _____ Quick Match

Requested Amount or material
requested: _____

Grant Requester's
Signature: _____

Date: _____

Administrator's
Signature: _____

Date: _____

Canon-McMillan Horizon Foundation

2015-2016 Enhancement Grants

Application

Who may apply: Teachers, Nurses, Guidance Counselors, and Administrators of the Canon-McMillan School District

Guidelines and Eligibility:

- **The criteria considered by the Board of Directors of the Horizon Foundation includes:**
 - **The potential for the project to enhance the classroom experience and improve the education of the Canon-McMillan Students.**
 - **The applicant, if approved, will be assigned an advisor by the Board of Directors of the Foundation, to act as a liaison between the applicant and the Board throughout the course of the project.**
 - **Grant funds may be used for educational materials, and supplies, field trips, equipment and anything that promotes the educations of the students of the Canon-McMillan School District.**
 - **Any equipment purchased or donated becomes property of the Canon-McMillan School District.**
 - **The grant may be partially or wholly funded. If a partial grant is given and you feel the grant could not meet its or the foundation's goals, you must refuse it in writing with two weeks of receipt of the grant approval notice.**
 - **The proposed project should not be a normally budgeted item within the school district's budgetary plan.**
 - **Grant recipients must report the progress of the project to the Foundation, in writing, no less than every six months, and must report and document expenditures to date. At the conclusion of the project, Grant recipients must offer a final report, in writing, to the Foundation, which shall address and document all expenditures.**
 - **By applying, the applicant is agreeing to any and all terms, conditions and restrictions referenced herein. The applicant further agrees that the Foundation may withhold and/or recover any funds in the event that the Foundation, in its sole discretion, determines that such funds are being or have been misused.**
 - **All grants are subject to approval by the Canon-McMillan School District.**
 - **Applicants may be requested to provide additional information to the Canon-McMillan Horizon Board of Directors.**

How to Apply:

Two Types of Grants are available

1. Monetary Grant (Useful for larger projects that would require a longer time period to achieve funding).
 - a. First application period begins one month prior to the first day of school for students and ends at midnight of the first day of school for students.
 - b. Second application period begins one month prior to the first day of the second semester for students and ends at midnight of the first day of the second semester for students.

2. Quick Match Grant, (Useful for short term, immediate funding).
 - a. Requests will have short term visibility, 30 days, to fulfillment.
 - b. Monthly requests accepted throughout the year.
 - c. 30 day visibility on the CM Horizon Web Site.

You may download an application on our website: CMhorizonfoundation.org

Mail applications to:

CM Horizon Foundation,
200 DeMar Blvd.
Canonsburg, Pa. 15317

For Internal Use Only

Project Number ____ - ____ - ____

Date Received: _____

Executive Committee _____ Date _____

Action:

_____ Approved _____ Amount _____ Denied

Canon-McMillan Horizon Foundation

Grant Application narrative:

- **Describe the objectives for your project, explain benefits of this project and identify who is going to be the beneficiary of this project.**
- **Show a timeline for how this project will be implemented.**
- **Include an anticipated budget for this project.**