

# Canandaigua Educational Enrichment Fund

## Information for Applicants

The Canandaigua Educational Enrichment Fund (EEF) has been established to provide encouragement and support to students of our District for truly extraordinary opportunities and experiences. Applicants wishing to receive consideration are asked to complete and submit the enclosed proposal form.

To be eligible for support from the Canandaigua EEF, the request must:

- Be above and beyond curricular expectations and not normally included in the District's current operating budget.
- Benefit a student or students enrolled in the Canandaigua City School District.

It is also understood that:

- Applications will be evaluated by the EEF Advisory Committee, comprised of members from school administration, faculty, and the community.
- Grants may be used to purchase equipment, although funds may not be used for capital improvements or personnel costs. All durable equipment or other items received through EEF remains the property of the Canandaigua City School District.
- Requests for transportation, accommodations, food and repeat requests are discouraged and will be subject to critical review.
- Projects that demonstrate partnerships with other groups and the sharing of resources will be given more favorable consideration.
- Recipients must provide a final report to the EEF Advisory Committee within ninety (90) days of receipt of funds, with a copy to the building principal.
- Recipients will acknowledge the Educational Enrichment Fund in communication to benefited families, the school and the community, with a copy to the EEF Committee.

It is critical that all award recipients clearly acknowledge the origin of their grant. The continued success of the EEF depends on your advocacy efforts.

**Proposals must be submitted by October 15 or March 15 to be reviewed by the Committee.**

Applicants can expect a response within four (4) weeks following the Committee review. Questions regarding the Educational Enrichment Fund or the application process should be referred to, and the completed proposal form should be *electronically* returned to:

Mr. Vernon Tenney, III  
Director of Student & Administrative Services  
143 North Pearl Street  
Canandaigua, NY 14424  
Telephone: 585-396-3739  
Email: [tenneyv@canandaiguaschools.org](mailto:tenneyv@canandaiguaschools.org)

# Educational Enrichment Fund

## Canandaigua City School District

### Proposal - Page 1

- Please describe in detail your request. Attach any examples of work or information about the project. Include the expected duration of the project and the dates on which the activity will take place.
- If this project will require ongoing support, how will that support be funded?
- What specific outcomes will be achieved as a result of this project and how will this be evaluated?
- In what ways is this project a truly extraordinary enrichment opportunity?
- Who will benefit from this project? If a specific student or class, please identify.
- How will you acknowledge the way in which the Canandaigua Educational Enrichment Fund, and this project, benefited families, school, and the community?

**Educational Enrichment Fund**  
**Canandaigua City School District**

**Proposal - Page 2**

PROPOSAL BUDGET – Please provide an itemized budget for your proposal.

Note any other sources of funding:

Name of Applicant:

\_\_\_\_\_

   Check here if student applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Building: \_\_\_\_\_  
Grade/Department: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date

- If the proposal includes a request for durable equipment; e.g., technology, athletic, music, signature of appropriate supervisor is required.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

If applicant is not a school employee, please provide an address and phone number where you can be reached:

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

FOR ADVISORY COMMITTEE USE ONLY:  
This application has been thoroughly reviewed and the request for support from \_\_\_\_\_ the  
Educational Enrichment Fund has been:  
\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date