

COVINGTON EDUCATION FOUNDATION, INC.
SMALL GRANT PROGRAM POLICY AND PROCEDURE
Adopted May 16, 2013

The Foundation has established a Small Grant Program and may from time to time consider making Small Grants, which are defined to be requests for no more than \$1,000.00, upon the following terms and conditions.

- 1) The Request shall be consistent with the Mission of the Foundation or for educational enhancements programs, activities as approved by the Board of the Foundation, from time to time.
- 2) The Grant request shall be endorsed by a teacher, counselor or administrator of the Covington School District.
- 3) The Grant Request shall be submitted upon the Approved Application as established by the Foundation.
- 4) The Grant Requests shall be considered upon the following criteria:
 - How the Purpose of the Grant furthers the Mission of the Foundation;
 - The availability of funding the activity from alternative sources;
 - The number of students/parents served;
 - The availability of funds within the Foundation;
 - Such other criteria as may be established by the Foundation Board from time to time in its sole discretion.
- 5) The Grant Recipient shall provide to the Foundation Board a report within thirty (30) days of the use of the funds, detailing the activity and the expenses paid with the awarded funds.
- 6) The Grant Requests shall be presented on the approved Application form, no less than two weeks prior to a regularly scheduled Foundation Board meeting and shall be considered for action at such time and place as shall be determined by the Foundation Board.