

H. C. DREW ESTATE
APPLICATION FOR ASSISTANCE
GUIDELINES

All documents for Calcasieu teachers can be found on the CPSB Grant Department website.

- A. Requests for Drew educational grants shall be made in writing utilizing the attached "Application For Assistance" form. Additional pages may be used if needed.
- B. This form was designed so that requests may be submitted without excessive time and effort by the applicant. Requests should be specific, but brief. It is not necessary, for example, to explain why the education of children is important.
- C. The applicant should apply for a certain amount of money to purchase certain itemized goods and/or services. Then explain why the goods and/or services are required. Include results/benefits desired.
- D. Donations, contributions, and other assistance shall be restricted to educational purposes with preference given to vocational and career education over fine art studies. Donations shall not be made for religious or social service programs or endeavors and shall not be dedicated, in whole or in part, to such purely administrative costs as salaries, travel expenses, staff seminars, fees, room and board, future maintenance expenditures, or for expendable items such as ink cartridges and paper.
- E. Preferences shall be given to educational programs, institutions, organizations, and endeavors operating in and serving the population of the Parish of Calcasieu. Donations shall, in any event, be limited to the Parishes of Allen, Beauregard, Calcasieu, Cameron, and St. Mary.
- F. All Calcasieu application requests must be received in the CPSB Grants office by the due date. Requests for donations, contributions, or other assistance will be considered and decided upon by the Board of Trustees in February. Grants shall be made only for expenditures in that same calendar year.
- G. Approval of requested donations, contributions, or other assistance shall require unanimous concurrence of the Trustees. Each applicant will then be notified as to whether his/her request has been selected for grant approval.
- H. Drew shall make disbursement of funds as they are required by donees to pay for goods and/or services. It is desired that the Drew Estate be given two (2) weeks prior notification for each draw. Upon receipt of an invoice(s), Drew will mail to the grant recipient a check(s), made out to the vendor(s) of goods/services. Revision requests, to what was originally approved, may be submitted in writing to the Trustees for consideration. Recipients must receive prior written approval from the Trustees to receive

payment. If a Recipient is unable to close out their purchases (*i.e., documented backorders, etc.*), an extension may be requested to allow for extra time to finalize their grant.

- I. Should any donation, contribution, or other assistance be provided by the H.C. Drew Estate, recipient hereby acknowledges and agrees that no publicity or other release of information pertaining to such grant will be made without the specific written permission of the Trustees of the Estate. Persons involved with the entity receiving a grant, however, may be apprised of such. For example, announcements of awards are authorized to be made to staff, faculty, students, clients, and/or to be published in newsletters. This provision prevents release of grant information to media or other outside organizations without Trustee permission.

- J. **Recipients of donations shall be required to subsequently provide to the Trustees a written account describing in reasonable detail how and when the money donated was spent or utilized. This accounting shall be submitted by the grant recipient with reasonable promptness. Failure to do so will be a consideration for future requests. This End of Project report should be submitted to CPSB no later than November of the grant year.**

Dear Applicant:

Feel free to contact the Grant Department with any questions you may have about the above. Our office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. (337) 217-4090.
Kacie Johnson Ext. 1204 and/or Angela Chapman Ext. 1203

Attachment: Application

APPLICATION FOR ASSISTANCE

TO: H. C. Drew Estate
Post Office Box 2015
Lake Charles, LA 70602

*CPSB employee applications go to CPSB
Grant Department*

I. Entity/Institution: (E.G., Sally Jones' Fifth Grade Class, Orange Middle School):

II. Total amount requested: _____

III. Itemized list of expenditures with cost per item: (See attached budget form for details)

IV. Purpose/reason for purchase; desired results: _____

V. Approximate date funding would be required: March 2025

VI. Date final report will be submitted: October 2025

VII. Applicant hereby states that the "Guidelines" for "Application for Assistance" have been read and understood, and that applicant will comply with said guidelines.

FROM: _____

Signature

Street or Post Office Box

Name of Applicant (Please Print)

City and Zip Code

Position

Date Prepared

E-mail Address (Optional)

Office Phone Number

Office Fax Number

Alternate Phone Number (Optional)