

H. C. DREW ESTATE
APPLICATION FOR ASSISTANCE

GUIDELINES

- 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 has been designed in order that requests may be submitted without excessive expenditure of 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. Basically, 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, Jeff Davis and St. Mary.
- F. All application requests must be interofficed or dropped off at the CPSB Grant Department office. **DO NOT MAIL APPLICATIONS TO THE DREW ESTATE OFFICE.** To be considered for a Drew Grant with CPSB, your application must go through the Grant Department. 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 by the CPSB Grant Department in early March as to whether their request has been selected or not for grant approval.

- H. ***This will be provided by the CPSB Accounting Department. For information purposes only.*** Drew shall make disbursement of funds as they are received 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. November 1st of the grant year is the deadline to submit all reimbursement paperwork. Late submissions will not be accepted after said date. Revision requests, to what was originally approved, may be submitted in writing to the Trustees for consideration prior to the year-end deadline. Recipients must receive prior written approval from the Trustees to receive payment.
- 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. The intent of this provision is to prevent release of grant information to media or other outside organizations without Trustee permission.
- J. ***The Grant Department will contact you with details when it is time to provide this information if you are awarded a Drew Grant.*** Recipients of donations shall be required to subsequently provide the Trustees with 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 Year report should be submitted no later than January of the following year.

Dear Applicant:

On the next page is the one sheet application needed to apply for the upcoming year Drew Grant. Please make sure not to make any changes to the format of this Word document as all information is needed on one page, except for the Purpose/Reason. You may attach an additional sheet for that section if needed.

Please feel free to contact the Grant Department, at (337) 217-4090, with any questions you may have. Our office hours are Monday through Friday, 7:30 a.m. to 4:00 p.m.

Attachment: Grant Application for Assistance

APPLICATION FOR ASSISTANCE

TO: CPSB Grant Department
600 S. Shattuck Street
Lake Charles, LA 70601
Phone: (337) 217-4090
Email: maureen.kelly@cpsb.org

I. Entity/Institution/School _____

II. Total amount requested: \$ _____

III. Itemized list of expenditures with quantity/cost per item: ***See Attached Budget Detail***

IV. Purpose/Reason for purchase; desired results: *(Additional pages for this section may be used if more space is needed)*

[illegible]

V. Approximate date funding would be required: **March 2027**

VI. Date final report will be submitted: **October 2027**

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 P O B ox

Name of Applicant

City and Zip Code

Position

Date Prepared

Office Phone Number and Mobile Number

E-mail Address