



40 ASSETS - MINI GRANT PROGRAM

CB Cares Educational Foundation is pleased to offer a mini-grant in the amount of **\$250.00** to fund/subsidize programs and resources which support the promotion of the 40 Assets. This funding is provided to us through our participation in the Educational Improvement Tax Credit Program of the State of Pennsylvania. They have provided certain specific criteria which we must meet in granting these monies.

GUIDELINES

Participation in the CB Cares' mini-grant program will require the completion of a brief grant application/agreement. To receive a 40 Assets grant, the school must comply with the following requirements:

1. All funds must be directly related to promotion of the 40 Assets.

Acceptable use of funds:

- 40 Assets bulletin board/display areas. CB Cares logo must be visible on all displays.
- Resources (books, posters, etc.) purchased from the Search Institute
- Promotion of 40 Assets at existing school events/programs. *Must identify the asset/assets which tie in with these programs in all promotional material, flyers, etc. and that funding was provided by CB Cares' 40 Assets mini-grant. All of this info should be in school newsletters and/or website.
*Documentation of how and where event was promoted/tied to the Assets will be required in close-out report at time of reimbursement.
- You can use the funds to bring in one of the speakers who are part of our Parent Education offerings. The cost would be \$100.00 per presentation. We would reimburse your school for this expense at the end of the year.
- Funding can be used to promote/highlight one of the Boomerang Assets of the month. There are 9 each year.
- Funding can be used for after-school programs, as long as the promotion of the appropriate Assets is integrated into the program. The sponsorship by CB Cares should be mentioned in newsletters/ and or website.

2. Do not incur any expenses until you receive signed approval from CB Cares.

3. You may send in your reimbursement request when all monies that you plan to use have been spent. Reimbursement requests must be received by June 1,

2017. Checks will be issued by June 6, 2017 in order to close out CB Cares fiscal year.

***Reimbursement requests received after this date will not be honored.**

4. All grantees must complete a grant closeout report which should be consistent with the original grant request. **Original receipts, including store receipts, receipts marked paid, and cancelled checks, must accompany your request for reimbursement.**
5. Reimbursement checks will be made out to participating schools, Home & School Associations, or school Activity Funds only. No checks will be issued in the name of individuals.

Please do not incur any expenses until you receive signed approval from CB Cares.

Any questions, please contact, Nancy Santacecilia at nsantacecilia@dh.org or 215.489.9120



40 Assets Grant Application/Expenditure Form

Please complete for each project/program. Fax completed forms to: 215.489.9166

SCHOOL: _____ FAX NUMBER _____

40 ASSETS REPRESENTATIVE: _____

DESCRIPTION OF EXPENDITURE: (MATERIALS/PROGRAM) _____

ASSETS ASSOCIATED WITH EXPENDITURE: (LIST # OF ASSET/ASSETS PROMOTED BY PURCHASE OR PROGRAM) _____

WHO IS THE TARGET AUDIENCE? _____

DESCRIBE POSSIBLE OUTCOMES OR WHAT YOU HOPE TO ACHIEVE: _____

WHAT IS YOUR EXPECTED ATTENDANCE (IF A PROGRAM)? _____

DESCRIBE HOW YOU WILL INCORPORATE THE CB CARES LOGO ON PROGRAM MATERIALS AND HOW YOU WILL DISPLAY THE LOGO AT THE PROPOSED EVENT.

APPLICANT'S SIGNATURE _____

DATE OF APPLICATION _____

Office Use Only:

DATE GRANTED _____ SIGNATURE _____

*** Do not incur any expenses until signed approval by CB Cares.**



40 Assets Mini-Grant Report

CB CARES Educational Foundation

School and Name of Grantee:

Email and Date:

Project Name/Speaker:

Project Description:

1. How many students were impacted? How many teachers/community members?
2. Do you believe you accomplished what you had hoped to do? (Goals and objectives)
3. What factors contributed to your success?
4. What are the student learning outcomes of your project? Did you measure the outcomes?
5. Any follow-up activities for students, teachers, and staff?
6. Which assets were applied?
7. Tell us how you acknowledged CBCEF in your project – provide examples.
8. Do you have additional comments?

Accounting Guidelines: Documentation must be attached (Copies of receipts/cancelled checks)

Make check payable to: _____