



CSF Grant Application Guidelines

All CSF partner programs have written grant agreements with CSF for the matching funds we provide. If your program wishes to request new matching funds from CSF, or to renew an expiring grant with CSF, the annual deadline for new grant application is **February 15th** of each year for the following school year unless otherwise stated. In order to evaluate your proposal we ask that you submit a comprehensive grant application to us consisting of the following items:

1. A **Letter of Inquiry**. Be sure to describe the following in detail:

- a) Your organization, its mission and history.
- b) The **dollar amount of the grant** for which you are applying.
- c) The **number of scholarships** you plan to award.
- d) The **timeline for the project**.
- e) The method you will use to make the awards (lottery, first-come first-served, etc). Please include a discussion on the technical specification of any lottery methods, the means you use to gather applicants, and the ratio of applicants currently enrolled in public school vis-à-vis applicants already in a private school.
- f) Program specifications, including the average award amount, family contribution requirements, award criteria, etc.
- g) Program management capabilities including eligibility and attendance verification procedures.
- h) Description of program evaluations you plan to undertake. Please describe the method you will use to track graduating 8th graders through high school graduation and beyond. Do you collect student test scores or grades? Do you conduct parent satisfaction surveys?
- i) Discussion of education reform landscape in your city and state, and your organization's involvement/willingness to be involved in reform efforts.
- j) Please note where on your website Children's Scholarship Fund is acknowledged as a partner or donor and where you link to CSF's website. If

your organization uses CSF key messages on your website or printed materials, please provide samples.

2. A copy of your **organization's IRS 501(c)3 determination letter**. (CSF will only award grants to organizations with current 501(c)3 status.)
3. A copy of your **project** budget. The budget you include should cover all aspects of the program and be based on the school year, rather than calendar year.
4. A copy of your **organization's overall budget**.
5. A **comprehensive list of your major financial supporters**. CSF uses this list strictly for program evaluation; these donors will not be added to any mailing lists or approached for additional funds without prior notification.
6. A description of your plan to raise the required matching funds. Please also provide a list of current commitments (pledges) and/or other resources that will be used as matching funds.
7. A complete listing of your **organization's board members and their affiliations**.
8. A copy of your **most recent audited financial statements**.

A representative will contact you should we desire any further information. Thank you for your dedication to expanding educational opportunities for low-income families.