

Medicine Hat Catholic Schools' Education Foundation
Grant Submission Process and Guidelines

Grant Submissions:

- Schools are welcome to submit a grant proposal that outlines how the Education Foundation could be involved in their event or project.
- Grant proposals will be reviewed semi-annually at a scheduled Grant Award Sub-Committee meeting held in October and March of each school year. A date for all scheduled Foundation Grant Sub-Committee meetings and deadlines will be forwarded to school administrators at the beginning of each school year. Grant applications should be submitted in a timely manner to coincide with scheduled Sub-Committee meetings.
 - Information will be forwarded to school administrators in early September to advise schools that the first set of grant submissions are **due by September 30th**.
 - Sub-Committee will meet early in October to review grant requests. Schools will be notified of the status of their submission **by October 15th**.
 - Subsequently, the second set of grants submissions are **due by February 28th** and notifications regarding Grant Award Sub-Committee decisions will be forwarded by **March 15th**.
 - The Outdoor Education Grant submissions that are available to Catholic Schools are due **by February 28th**.

Criteria for awarding grants:

- The opportunity must demonstrate that it will develop Catholic Christian Leadership for students, professional staff, support staff and volunteers within the Medicine Hat Catholic Board of Education.
- The opportunity must be in alignment with mission and vision of Medicine Hat Catholic Board of Education.
- The project/event must be in alignment with the values of principals of our Catholic faith.
- Approved Grant Recipients must demonstrate a willingness to provide a presentation and feedback to the Education Foundation.

Types of expenditures that the Grant Award Sub-Committee may not support include:

- substitute teachers
- international travel
- purchase of capital equipment (computers, furniture, etc.)
- uniforms or equipment for sports teams
- scholarships

Outdoor Education Grant available annually to Medicine Hat Catholic Schools to fund student participation in Outdoor Education programs for example: accommodations and rental cost for Camp McCoy/Rattlesnake/Golden Sheaf Park etc.

School Project Enhancement Grant Submission:

- Each year the Catholic Education Foundation may award a grant to a district school up to a maximum of \$5,000.00, to enhance school programs/projects/initiatives which may fall within one or more of the funding priorities and are not funded by Alberta Education.
- School Project Enhancements Grant forms will be emailed to schools at the beginning of April.
- The Grant Award Sub-Committee will accept applications until **April 30th** of each year and grant announcements will be made directly to school principal by **May 31st**.