

What To Know About Requesting Money From CCEF In 2018-2019

- Contact the CCEF Board President, Juliette Bleecker (jgbleecker@gmail.com, 415-748-2591) to be placed on the agenda for an upcoming meeting.
- Complete the CCEF Funding Request form, be as detailed as possible, include budget, cost of materials or specific items, and the number of volunteers needed. It is helpful to know the number of learners that will benefit from the project or funded item.
- Please feel free to contact the CCEF Board President or the CCEF Treasurer, Tony Steuer (ccef.treasurer@alamedaclc.org) with any questions, for advice or any problems with the funding request form.
- Send the completed CCEF Funding Request Form to the CCEF President as soon as possible before the meeting you'll be attending. You can email jgbleecker@gmail.com (preferred method) or drop off the form in an envelope addressed to CCEF President in the ACLC office. Please email or call the CCEF President to inform that you have left the funding request in the ACLC office.
- The CCEF President will let you know the date of the meeting when the funding request will be on the agenda. When there is a time constraint on a funding request, the CCEF Board tries to be responsive, sometimes the funding request can be placed on an agenda at the last moment. You may simply show up at a CCEF meeting and hope there is room on the agenda, although your request may be tabled for a future meeting.
- If the request requires Leadership approval, please obtain Leadership support or approval before the CCEF Board addresses the funding request.
- You will have less than 5 minutes to present your request and answer questions.
- The CCEF Board requests that you or one of the requestors be present to answer the Board's questions. The funding request may be tabled for a future meeting if the requestor or one of the requestors is not present to answer the Board's questions.
- The CCEF Board has the option of giving a decision on the request at a later date.
- CCEF would like to make matching grants in the case of sports funding requests and would like a detailed budget submitted on or with the request form.
- If proposals are made to the board for groups or events that involve non-CLCS learners that the Board would have the intent of funding the proposal based on a percentage of CLCS learners involved.
- Generally, funds will be distributed once receipts are submitted to the Treasurer. Reimbursements will only be made for the items approved in the Grant and for the amount approved.
- Reimbursements may take up to 4 weeks.

2018/2019 CCEF Meetings

(CCEF generally meets the last Wednesday of each month in the Center)

September 26 th , 2017	6:45p.m.
October 24 th , 2017	6:45p.m.
November 7 th , 2017	6:45p.m. Joint PAC/CCEF
January 23 rd , 2018	6:45p.m.
February 27 th , 2018	6:45p.m. Joint PAC/CCEF
March 27 th , 2018	6:45p.m.
April 24 th , 2018	6:45p.m.
May 22 nd , 2018	6:45p.m. Annual Meeting & Joint PAC/CCEF

Funding Request – Creative Community Education Foundation

Submit Completed Request by e-mail to Juliette Bleecker at: jgbleecker@gmail.com

Questions call: 415-748-2591

Amount:	Title:
Submitted By: Date:	
Short summary of the proposal for funding:	
The problem, need or opportunity being addressed:	
Who will be responsible for accomplishing the project? Contact Info: (include email please)	
How much money is needed? <i>List (as attachment, if necessary) all expected expenses, and how you will pick supplier for each item over \$100., if applicable.</i>	
Additional support required: <i>Include est. of volunteer time, other funding sources and amounts, i.e. ticket sales, admission,</i>	
Expected results and who will benefit:	
Project schedule, including dates of budget approval, dates of expenditure, and date of completion:	
CCEF Board Decision	