



Coastal Baldwin Educational Enrichment Foundation, Inc.  
P.O. Drawer 3869  
Gulf Shores Alabama 36547  
251-281-0065

## Financial Assistance Grant Request Instructions

Congratulations and welcome to the Grant Request Committee of the CBEE Foundation. If you have asked for this package you are obviously not satisfied with the status quo, and are striving to find additional opportunities to enhance the quality of instruction in your classroom by any means possible. These instructions are intended to enable you to prepare and present your program or project in a format that will be easily understandable to our Board of Directors, and enable them to evaluate your request fairly and objectively.

Before you begin, understand that this process at a minimum may take as long as sixty days and no less than thirty days. You should time your request accordingly and take the lead time into account. Under certain circumstances requests may be considered in a shorter time frame, but the Board would prefer that the guidelines for submission be honored and the timeline respected.

1. Complete the Financial Assistance Grant Request on the following page. You will note that in addition to the questions, a brief essay to explain your project or program is required. Don't forget to attach supporting documents or materials that may be helpful to the committee in evaluating your request. The form is available in a downloadable electronic PDF format from our website [www.cbee.la](http://www.cbee.la). It can be filled in, then printed for inclusion with your submission.

2. Call and email Board Chairman Michelle Russ to schedule a presentation that will be made by you at our Board Meeting. You will be placed on our formal agenda and given fifteen minutes to present. Board members will have copies of the materials you have submitted in advance, and should be prepared to ask questions. You will then be asked to leave the meeting, after which discussion will follow. *The formal vote to either approve or deny your request will not be taken until the following board meeting.* You will then be notified of the results of the vote.

The Board of Directors of the CBEE Foundation is here to assist and serve you, but we will evaluate each request seriously and thoroughly. Just as you expect much from your students, the Board expects much from you. Your presentation will be a statement of the passion for excellence and quality you hope to instill in your students. Good Luck!

Yours in Education,

Michelle Russ  
Chairman, Board of Directors  
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