

CAROLINE EDUCATION FOUNDATION

BUILDING/PROGRAM FUNDING REQUEST INSTRUCTIONS



All requests for funds should meet the following CEF purpose:

To enhance and diversify educational opportunities for the administrators, teachers, and students of Caroline County Public Schools.

1. Complete the Funding Request form.
2. Attach additional pages as needed to provide all pertinent information.
3. If funding request is awarded, submit a summary/evaluation/progress report of the project within 6 months of the award.
4. Address any questions to rbealebroaddus@gmail.com.

All requests must be emailed to rbealebroaddus@gmail.com at least three (3) weeks in advance of the quarterly CEF Board Meeting. Meeting dates are typically the 4th Wednesday in January, April, July and October. Requests will be reviewed by the Funding Request Committee and presented with a recommendation to the board at its quarterly meeting.