

The Grant Committee welcomes you to the 2024-2025 school year!

Every year, Canyon Hills Foundation raises funds to help purchase items that are not funded by SDUSD. **All staff, coaches, and admin are welcome to request grants.** There is no minimum or maximum to the price of the item(s) you can request; we only ask that Item requests should work to support the longevity of a class, program or club.

Dates:

Award Date: 9/10/24 Form Due: 8/27/24

Award Date: 12/11/24 Form Due: 11/22/24

Award Date: 3/12/25 Form Due: 2/26/25



Procedure:

Complete the google form and submit. It can be found at canyonhillsfoundation.org (under grants), [this link](#) or the QR code. The document will direct you to the academic or athletic forms; it will then be routed to the appropriate individuals for signatures.

Process:

The Grant Committee reviews each submitted grant. The committee will then provide a recommendation to the Foundation members and a final vote will take place.

Once approved, the Grant committee lead and/or the Foundation President will notify the grant recipients, Foundation Treasurer, and the Financial Clerk. **All approved items must be purchased and coordinated through the Financial Clerk. Reimbursements are NOT made to individuals.** The foundation reimburses CHHS after purchases are made and an invoice is submitted; to avoid issues, please communicate with the Financial Clerk before any purchases are made.

Things to Note:

Not all requests will be granted. There are guidelines that the committee uses to determine which requests to recommend for approval. The committee also does its best to balance the requests with the amount of funds available each grants cycle.

Only the items approved by the foundation can be purchased and funded.

Approved Grant receipts MUST be submitted within 1 year of approval; after 1 year the approval becomes void.

All items purchased through Foundation grants are the property of the CHHS.

It is highly encouraged for organizations to help volunteer and support Foundation fundraising events, especially Bocce and snack bar.

Contacts:

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Foundation President: canyonhillsfoundation@gmail.com