

**Dear Staff, Coaches and Administrators,**

Welcome to the 2023-2024 school year.

The Canyon Hills Foundation wanted to provide you with updated information regarding the Grant Process. If you have any questions, please feel free to reach out at any time.

As most of you are aware the Canyon Hills Foundation fundraises to help offset costs that are not funded by SDUSD. Our bylaws and statement set guidelines as to what we can financially support.

To streamline the process, we have updated the procedures. We have created a google form that can be completed and submitted. The google form can be located at canyonhillsfoundation.org (under grants), [this link](#) or the QR code.

**Dates/Deadlines (UPDATED)**

|          |               |
|----------|---------------|
| 9/13/23  | Due: 8/30/23  |
| 12/13/23 | Due: 11/29/23 |
| 3/13/24  | Due: 2/28/24  |



**Procedure:**

Complete the google form and submit. Google form located at canyonhillsfoundation.org (grants). The document will direct you to the academic or athletic forms. It will then be routed to the appropriate individuals for signatures.

**The 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. The Financial clerk will place the order and communicate with the Grant Lead, grant recipient and Foundation Treasurer.

**Disclaimers:**

\*Only the approved items on the grant submission can be purchased and funded.

\*Approved Grant receipts must be submitted within 1 year of approval. After 1 year it will be void.

\*All items purchased through the Foundation grants are the property of the CHHS and should remain on campus for future years.

\*It is highly encouraged for organizations to help volunteer and support Foundation fundraising events. These events are what makes the grants possible. Bocce and snack bar are the largest fundraising efforts.

**Contacts:**

Grant Committee lead: Andrea Phillips [canyonhillsgrantcommittee@gmail.com](mailto:canyonhillsgrantcommittee@gmail.com)

Foundation President: Leslie Britt [canyonhillsfoundation@gmail.com](mailto:canyonhillsfoundation@gmail.com)