



Edmonds Elementary STARS Foundation

Grants Proposal Form Prep Sheet

Use this to draft your proposal before opening the form.

Deadlines: Fall Reserves Deadline: Nov 6 · Spring Reserves Deadline: Feb 5 · Spring Open Deadline: Feb 19 ·

BEFORE YOU SUBMIT

FIELD TRIPS: Each class may receive funding for up to three field trips per year. Students in split-grade classes attend field trips with their grade-level peers — for example, first graders in a K/1 class join the 1st grade field trips.

COORDINATING WITH OTHER TEACHERS: Grant funding is reserved by grade, not by classroom, so you're often sharing a budget with teachers you don't share a room with. That includes your grade-level partners and any split class that has students in your grade. For example, a 1st grade request draws from the same pool as the 1st graders in a K/1 or 1st/2nd split. A quick heads up to those teachers before you submit means everyone can plan around the same budget.

BUDGET: Each grade has a grade reserve which is a share of the annual grant budget based on enrollment. Base your request on maximum class size and submit by the Reserves Deadline — November 6 (fall) or February 5 (spring) — to draw from your grade reserve first. Any unused grade reserves are released into a shared pool available to all grades through the Spring Open Deadline of February 19. Transportation costs must be confirmed with the EE office manager before submitting. For materials or supplies, two vendor quotes are required unless the item is only available from one source.

FAMILY CONTRIBUTIONS: STARS aims to fully fund approved grants whenever possible. We do not typically ask families to contribute. In years where demand exceeds available equitable funding, STARS may ask whether a small voluntary family contribution could be part of the funding picture — we will always communicate this clearly before it's expected, and financial hardship cases will be handled with care.

OVERAGES: STARS cannot guarantee payment beyond the approved amount. If costs exceed your grant by more than 10%, a supplemental grant submission with explanation will be required.

MATERIALS: All materials purchased with STARS funds remain at Edmonds Elementary to benefit current and future students.

EE SCHOOL CHAMPION: Every proposal needs a staff member who will help with implementation and serve as the school contact. No champion yet? Email [Edmonds Elementary STARS Foundation](mailto:EdmondsElementarySTARSFoundation@gmail.com) and we'll help connect you.

NEED HELP? Check out our [FAQ + Budget Assistant](#), visit www.edmondsstars.com or email starsedmonds@gmail.com.

Continue to next page →

GRANT CYCLES AT A GLANCE

Fall cycle • Reserves Deadline: November 6

Submit by November 6 and your request is reviewed first from your grade reserve.

Spring cycle • Two ways to submit:

By February 5 (Reserves Deadline): your request is reviewed first from your grade reserve.

By February 19 (Open Deadline): any budget unclaimed by other grades becomes available to all. Requests submitted during this window go to the full board vote on March 5.

Submitting multiple grants? Indicate your priority order in the Budget section. Questions? Email starsedmonds@gmail.com

SECTION 1 — CONTACT & CHAMPION

1. Your name(s) *

Teacher(s) or staff member(s) submitting this proposal

2. Your email *

3. EE School Champion *

A staff member who will help with implementation and serve as the school contact. If you're a staff member, that's you. No champion yet? Email starsedmonds@gmail.com.

SECTION 2 — PROJECT BASICS

4. Project title *

e.g. 3rd Grade Burke Museum Field Trip

5. Grant type * Select one.

- ☐ Field trip (off-campus, with or without bussing)
- ☐ In-class experience (visiting presenter, scientist, artist, or naturalist)
- ☐ Residency (multi-session program in the classroom)
- ☐ Materials, books, or kits
- ☐ School-wide experience (assembly or event for all grades)
- ☐ Outdoor school (5th & 6th grade — biennial)
- ☐ Other

6. STARS pillar(s) * Select all that apply

- ☐ Arts (includes visual art, music, theater, and performing arts)
- ☐ Reading
- ☐ Science
- ☐ Other — describe the curriculum connection in the next question

7. If Other pillar — describe curriculum connection (optional)

How does this connect to your curriculum?

8. Activity date *

The date or date range. Give your best estimate if flexible — update us if it changes.

*required answer.

9. Grade(s) / class(es) *

e.g. Kindergarten — Spengler + Bentley + Martin

10. Participant counts *

Total students	School staff chaperones	Community / parent chaperones
		Enter 0 if none

11. Submission window * Which applies to your situation?

- ☐ Fall Reserves Deadline (Nov 6) — within my grade reserve, fall cycle
- ☐ Spring Reserves Deadline (Feb 5) — within my grade reserve, spring cycle
- ☐ Spring Open Deadline (Feb 6–19) — requesting more than my grade reserve or submitting after Feb 5.
- ☐ Date-sensitive constraint — a venue or program needs a response before the next board vote

12. If date-sensitive — venue name and response deadline (optional)

e.g. Pacific Science Center requires a booking confirmation by January 20, 2027.

SECTION 3 — THE ENRICHMENT EXPERIENCE**13. Describe the experience and curriculum connection ***

What will students do, and which unit or learning goal does this support?

14. What will students gain? *

Focus on learning outcomes — what skills, knowledge, or understanding will students come away with?

15. Outside organizations or vendors involved? *

- ☐ Yes
- ☐ No

16. If yes — name the organization and describe their role (optional)**SECTION 4 — BUDGET**

Two vendor quotes are required for materials or supplies unless the item is only available from one source. Confirm transportation costs with the EE office manager before submitting.

17.

Total project cost *	Amount requested from STARS *
Full cost including all funding sources	If less than total, explain other funding below
\$	\$

18. Cost breakdown *

List each line item. e.g. Bus (round trip): \$480 · Student admission (28): \$504 · Teacher admission (2): \$36 · Chaperone admission (4): \$72 · Total: \$1,092

19. Other funding source (optional)

e.g. family contributions, district funds, another grant. Leave blank if STARS covers the full cost.

*required answer.

20. If submitting multiple grants — priority order *

- ☐ 1st priority
- ☐ 2nd priority
- ☐ 3rd priority
- ☐ This is my only submission this cycle

SECTION 5 — ATTACHMENTS

21. Do you have attachments? *

- ☐ Yes — I will email them to starsedmonds@gmail.com with my project title as the subject line
- ☐ No

If attaching: email starsedmonds@gmail.com · Subject line = your exact project title · Include your name in the message body. Attachments are matched manually so the subject line must match exactly.

22. Briefly describe what you're attaching (optional)

e.g. vendor quote, program brochure, bussing estimate

SECTION 6 — ANYTHING ELSE?

23. Additional context for the grants manager or board (optional)

Special circumstances, student population context, why this experience matters for your class, partial funding considerations — anything that helps us understand your proposal.

Questions about the form or your grade's budget? Email starsedmonds@gmail.com

Visit edmondsstars.com for more information. Thank you for everything you do for our students!

Last updated: Aug 2026