



Stanwood-Camano Educational Enhancement Grants Process

Grants provided by Stanwood-Camano Area Foundation (SCAF)

District Process (in addition to SCAF [requirements](#)):

1. SCAF sends out information regarding applications and requirements to district staff.
2. Applicant and School/Department Process:
 - Fill out the application provided by SCAF
 - Turn in application to office managers no later than April 15
 - Office managers audit applications to ensure it is filled out correctly
 - The principal or supervisor reviews the application and approves or denies it
 - School sends approved application(s) to the Teaching and Learning department no later than April 22
3. Teaching and Learning forwards to additional department signatures if necessary. Fiscal verifies that the request is within district guidelines and then forwards to SCAF by May 1.
4. SCAF reviews applications and then sends their “approved” applications to the School District Fiscal department.
5. SCAF notifies recipients of approved grants and the process to spend funds.
6. Recipients work with office managers to enter requisitions for purchases, attaching a copy of the approved grant. Please contact Bill Swearingen in Fiscal for account codes.
7. The District’s Fiscal department will pay the vendors and then invoice SCAF on a monthly basis.

Grant Timeline:

Monday, April 1	Grant cycle opens (access application at www.s-caf.org)
Monday, April 15	Applications due to Principal or Supervisor for approval
Monday, April 22	Applications forwarded to District Office, Teaching and Learning Dept.
Wednesday, May 1	SCAF receives applications
Wednesday, June 5	Estimated announcement date
April 15, 2025	Grant funds must be fully spent

For Fiscal and Billing Questions Contact:

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For Application Questions Contact:

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