



REQUEST FOR APPLICATIONS

Grant Cycle 2026–2027 | Arts, Education & Environment

contact: jascfoundationcalifornia@gmail.com

Grant Amount	\$5,000 – \$7,500 per award
Application Window	June 1 to September 7, 2026
Award Notification	Ongoing
Eligible Applicants	Larchmont Charter High School and North Hollywood HS Zoo Magnet
Project Period	Discrete, one-time project — funds to be spent within one year of receipt
Proposal Length	1 to 3 pages

About the JASC Family Foundation

The JASC Family Foundation is a California nonprofit public benefit corporation organized for charitable purposes. Our mission is to support organizations and individuals who seek to enrich the local Los Angeles community, especially in the areas of arts, education, and the environment, and to carry on other charitable activities associated with this purpose as allowed by law.

This Request for Applications (RFA) marks the Foundation's inaugural grant cycle.

Who Should Apply

We welcome proposals from individuals in the school community who have a vision for furthering student growth, learning, and connection to the community. Any teacher or faculty member at the listed eligible schools is encouraged to apply; you do not need to be in a traditional classroom role to write a proposal. Funds will be distributed through the applicant's school.

We anticipate proposals might include, but are not limited to, the following types of projects:

- Classroom improvements — special supplies, equipment, musical instruments, or learning materials that would not otherwise be available
- Arts and beautification — murals, sculptures, art installations, or creative projects for school grounds or the surrounding community
- Environmental projects — community gardens, habitat restoration, recycling or sustainability initiatives
- Unique learning experiences — field trips, guest speakers, residencies, performances, or travel opportunities for students who could not otherwise participate
- Community engagement — projects that build tangible connections between students and the broader local community

Creativity is encouraged. If your idea enriches student life, promotes learning, or strengthens community — and fits within the Foundation's mission — we want to hear it.

Grant Parameters

Please review the following parameters carefully before applying:

- Grants range from \$5,000 to \$7,500. Proposals for smaller grants may also be considered. Please request only what your project requires; the Foundation may award less than the requested amount.
- Grants are awarded for discrete, time-limited projects. Funds must be spent within one year of receipt — this program does not fund ongoing or recurring operational expenses.
- Projects should have a defined scope, a clear budget, and measurable outcomes.
- Awarded funds are to be used solely for the purposes described in the approved application. Any significant change in scope requires prior written approval from the Foundation.
- Recipients will be required to provide a final report documenting how funds were spent and the outcomes achieved (see Reporting Requirements below).

How to Apply

Applications must be submitted by email to jascfoundationcalifornia@gmail.com no later than 11:59 PM on September 7, 2026. Late applications will not be considered. Applications will be reviewed on a continuing basis beginning June 1, 2026. Award recipients from this cycle will be notified by October 1, 2026, at the latest.

Your complete application should be a single document (Word or PDF) of 1 to 3 pages in length, and must address the following three components:

1. Project Narrative

Describe your proposed project clearly and concisely. Your narrative should explain:

- What you plan to do — a clear description of the project and its activities
- Why it matters — the need or opportunity your project addresses
- How it connects to the Foundation's mission — arts, education, and/or the environment, and student growth, learning, or community connection
- Who will benefit — the students and/or community members your project will reach
- Your timeline — key milestones and when you expect to complete the project within the one-year grant period

2. Project Budget

Provide a clear, itemized budget showing how you will use the grant funds. Your budget should include:

- A line-by-line breakdown of anticipated expenses (e.g., materials, equipment, fees, transportation)
- The total amount requested from the Foundation
- Any additional funding sources or in-kind contributions, if applicable
- A brief note explaining the basis for each major cost estimate

Budget Tip: Be as specific as possible. For example, rather than 'art supplies — \$500,' list 'acrylic paint sets (qty. 25) — \$12 each — \$300; canvas panels (qty. 50) — \$4 each — \$200.'

3. Documentation & Reporting Plan

Describe how you will track, document, and report on your project. Your plan should address:

- How you will document project activities and student/community participation (e.g., photos, attendance records, student work samples, journaling, video)
- What outcomes or results you will track (e.g., number of students served, skills developed, community impact)
- How you will keep financial records to account for the use of grant funds
- Your plan for submitting a brief final report to the Foundation within 60 days of project completion

Evaluation Criteria

Applications will be reviewed by the Foundation's Board. Proposals will be evaluated on the following criteria:

Criterion	What Reviewers Will Consider
Alignment with Mission	Does the project clearly advance the Foundation's goals in arts, education, and/or the environment? Does it promote student growth, learning, or community connection?
Impact & Reach	How many students or community members will benefit? Is the benefit meaningful and lasting?
Feasibility	Is the project realistic and achievable within one year? Does the applicant have the capacity to carry it out?
Budget Clarity & Appropriateness	Is the budget specific, realistic, and a responsible use of Foundation funds?
Creativity & Originality	Does the project reflect fresh thinking or address an unmet need in a novel way?
Documentation & Accountability	Does the applicant have a clear plan to document outcomes and report results?

Reporting Requirements

Grant recipients are required to submit a Final Grant Report within 60 days of completing their project or within 13 months of receiving the grant — whichever comes first. The Final Report should include:

- A narrative summary of project activities, outcomes, and lessons learned
- Documentation of student and/or community participation (photos, rosters, work samples, etc.)
- A final financial accounting showing how all funds were spent, with receipts or supporting documentation
- Any items purchased with grant funds remain the property of the school and/or are to be used for the intended educational purpose

The Foundation may request an interim update for projects that span most of the grant year. Failure to submit a required report may affect eligibility for future funding.

Compliance & Legal Notice

The JASC Family Foundation is a California nonprofit public benefit corporation. Grants are made in compliance with applicable federal and California state law governing charitable organizations, including IRS requirements applicable to 501(c)(3) organizations and the California Nonprofit Public Benefit Corporation Law.

By accepting a grant, recipients agree to:

- Use funds exclusively for the charitable purposes described in the approved application
- Maintain complete and accurate financial records related to the grant
- Return any unexpended funds not used for the approved purpose
- Cooperate with any reasonable requests for information or documentation by the Foundation
- Acknowledge that grant funds are not personal income to the recipient and are to be administered through the school or an appropriate institutional mechanism

Application Submission Checklist

Before submitting, please confirm that your application includes all required items. Incomplete applications may not be considered. Check each box as you complete it.

Part A: Applicant Information

✓	Required Item / Documentation
<input type="checkbox"/>	Applicant Full Name <i>Legal name of the person submitting the application</i>
<input type="checkbox"/>	Title / Role <i>e.g., English Teacher, Band Director, School Counselor</i>
<input type="checkbox"/>	School Name
<input type="checkbox"/>	School Address
<input type="checkbox"/>	Applicant Email Address
<input type="checkbox"/>	Applicant Phone Number
<input type="checkbox"/>	School Principal / Supervisor Name <i>The principal or appropriate school administrator who is aware of this application</i>
<input type="checkbox"/>	Applicant Acknowledgment Statement <i>A brief statement confirming that you are a current teacher or faculty member at the named school and that the information provided is accurate and complete</i>

Part B: Project Narrative (1–3 pages total)

✓	Required Item / Documentation
<input type="checkbox"/>	Project Title <i>A short, descriptive name for your project</i>

<input type="checkbox"/>	<p>Project Summary <i>2–4 sentences describing the project at a high level</i></p>
<input type="checkbox"/>	<p>Alignment with Foundation Mission <i>Explanation of how your project furthers the Foundation's goals in arts, education, and/or the environment, and how it promotes student growth, learning, or community connection</i></p>
<input type="checkbox"/>	<p>Project Description <i>Detailed description of planned activities, methods, and intended outcomes</i></p> <ul style="list-style-type: none"> ◦ What you will do and how ◦ Who will benefit and how many students / community members are involved ◦ Why this project matters for your students or community
<input type="checkbox"/>	<p>Timeline <i>Key milestones and expected completion date within one year of grant receipt</i></p>
<input type="checkbox"/>	<p>Applicant Qualifications <i>Brief statement of why you are well-positioned to carry out this project</i></p>

Part C: Project Budget

✓ Required Item / Documentation	
<input type="checkbox"/>	<p>Itemized Budget <i>Line-by-line listing of all anticipated expenses</i></p> <ul style="list-style-type: none"> ◦ Item description, quantity, unit cost, and total for each line ◦ Total budget must fall within the \$5,000–\$7,500 grant range
<input type="checkbox"/>	<p>Total Amount Requested <i>Single dollar figure for the total grant requested</i></p>
<input type="checkbox"/>	<p>Other Funding Sources <i>List any other funding or in-kind contributions supporting this project, if applicable</i></p>
<input type="checkbox"/>	<p>Cost Basis Notes <i>Brief explanation of how major costs were estimated (quotes, catalog prices, past experience, etc.)</i></p>

Part D: Documentation & Reporting Plan

✓ Required Item / Documentation	
<input type="checkbox"/>	<p>Activity Documentation Plan <i>How will document project activities (e.g., photos, video, attendance records, student work samples)</i></p>
<input type="checkbox"/>	<p>Outcomes Tracking Plan <i>What measurable results you will track and how (e.g., number of students served, skills developed, community impact)</i></p>

<input type="checkbox"/>	Financial Record-Keeping Plan <i>How you will maintain receipts and financial records for all expenditures</i>
<input type="checkbox"/>	Final Report Commitment <i>Acknowledgment that a Final Grant Report will be submitted within 60 days of project completion or 13 months of receipt, whichever is earlier</i>

Part E: Compliance & Certifications

<input checked="" type="checkbox"/>	Documentation
<input type="checkbox"/>	Compliance Form <i>See attached compliance form. Complete and submit with appropriate signatures.</i>

Questions & Contact

For questions about this Request for Applications, please contact the JASC Family Foundation at:
jascfoundationcalifornia@gmail.com

We look forward to reading your proposals and supporting the outstanding work happening in our schools.

COMPLIANCE CERTIFICATION FORM

To be completed by all grant applicants and submitted with your proposal.

APPLICANT INFORMATION

Full Name: _____
School / Institution: _____
Email Address and Phone Number: _____
Project / Program Title: _____
Amount Requested: \$ _____

1. Institutional Awareness

I confirm that my school principal or appropriate supervisor has been informed of this grant application and supports my participation.

Principal / Supervisor Name: _____
Principal / Supervisor Signature: _____
Applicant Initials: _____

2. Permitted Use Certification

I certify that any grant funds awarded will be used solely for the charitable educational purposes described in this application and for no other purpose.

Applicant Initials: _____

3. No Personal Benefit Certification

I confirm that no portion of the grant funds will constitute personal income to me or be used for personal benefit unrelated to the described project.

Applicant Initials: _____

4. Record Retention Agreement

I agree that the school will maintain all financial records related to this grant for a minimum of three (3) years following the project completion date, and to make such records available for review upon request.

Anticipated Project Completion Date: _____
Applicant Initials: _____

5. Unexpended Funds Agreement

I agree that any grant funds not expended for the approved purpose will be returned promptly to the foundation.

Applicant Initials: _____

6. Applicant Signature & Date

By signing below, I certify that all information provided in this application is true, accurate, and complete to the best of my knowledge, and that I agree to all conditions stated above.

Applicant Signature: _____
Printed Name: _____
Date: _____

Questions? Contact the grants committee before submitting. Please attach this completed form to your full grant proposal.