



community foundation

EDUCATION COMMITTEE

APPLICATION FOR TEACHER MINI-GRANT

APPLICATION DEADLINE: February 13, 2012

DO NOT MAIL APPLICATIONS – Please submit to your building principal.

APPLICANT _____ DATE _____

POSITION _____

SCHOOL _____

I have participated in the following OCCF fundraising activities this year: (please check all that apply)

“Lights for Learning” event

“Extreevaganza” event

Other _____

None of the above

I am interested in becoming involved with the Foundation, please contact me.

PROJECT TITLE _____

Targeted academic area _____

Targeted grade level _____

Number of students involved _____

Number of staff and/or volunteers involved _____

Total amount of funds requested _____

Recommendation by building principal:

Signature _____

APPLICATION FOR MINI-GRANT FUNDS

PAGE 2

APPLICANT _____

PROJECT TITLE _____

1. Project Description: Describe the proposed project and state the purpose of the project. Include how this project will impact students, staff and the instructional program.

2. Project Goals: Describe the skills you expect your students to develop and /or the knowledge you expect them to acquire as a result of this project.

3. Project Costs: Explain and itemize the estimated cost of implementing your project. Please make note of any other funding resources for which you have or intend to apply.

4. Project Creativity: Describe the innovative and/or creative aspects of this project.

GUIDELINES FOR MINI-GRANT APPLICATIONS

The purpose of the foundation is to generate and distribute financial support for enrichment programs or projects, which enhance the quality of education and/or educational opportunities.

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*The objective of the mini-grant program is to encourage educational excellence through the funding of creative teaching and learning projects.*

***~ Application deadline is February 27, 2012 ~***

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### Guidelines

1. Grant awards will be limited to no more than \$1000.00.
2. The Committee reserves the right to recommend partial funding of a mini-grant request.
3. All items purchased with mini-grant funds become the property of the School District.
4. Individual teachers may apply each year. However, priority will be given to those who have volunteered in Otsego County Community Foundation fundraising activities.
5. Applicants should follow the District procedures in requesting expenditures or reimbursements from their grant fund.
6. The Committee will not consider proposals for hardware such as computer monitors, printers and the like.
7. Mini-grant recipients are required to provide a brief, written report (including photos, if applicable) to the organization regarding the outcome of their project during the school year in which the grant was awarded.
8. In the application evaluation process, emphasis will be placed on the creativity of the proposed project and the number of students impacted.