

# Mini-Grant Proposal Instructions & Ranking Criteria

Note to Mini-Grant applicants. The following instructions are intended to improve your chances for getting your proposals funded. Members of the Allocations Committee of the Education Foundation will adhere strictly to these instructions as they review and rank your proposals. Follow this information very carefully. If you have a question, you should call Carolyn Triplett in the Superintendent's office at (667-1121).

- Type all information and use only the space provided on the front of each page of the application form.
- Describe the project clearly and concisely. Indicate how and why it meets a special need and how it relates to the grade level, curriculum and, if applicable, the Common Core State and North Carolina Essential Standards. Remember to be concise, as attachments to the application document will not be considered.
- Complete all parts of the Mini-Grant Application. Among the key factors in the Allocations Committee's ranking of proposals for funding will be the number of students to be served, creativity; actual learning benefit to students; interactive involvement of students; efficient use of funds; and adaptability of projects for use by other teachers.
- State the specific activities to be used to accomplish the goals you set for the 2016-2017 school year. Include plans for continuing the project without additional funding or sharing successful projects with other teachers.
- Include an evaluation instrument or evaluation process to fit the nature of your proposal.
- Make all funding requests reasonable and detailed. Mini-Grants will be awarded in amounts up to \$1,000. Remember that no funding requests in excess of \$1000 will be considered. Should your proposal exceed \$1,000, you must have and must include in your proposal the details of a reliable, third party commitment for the additional funds.
- Write proposals to incorporate matching funds or donations from groups such as the PTO, local businesses or other sponsors if that funding is absolutely necessary to fulfill your objective(s).
- Make requests for equipment as just one part of a well-planned instructional unit. Funds can be used to purchase equipment, but are not to be ends in themselves. Requests for equipment will be considered if the needed equipment is not available from any other school fund source. Please indicate whether the equipment is on state contract. Such equipment should be an essential part of the implementation of your proposal..
- Remember that no portion of Mini-Grants can be used to pay salary, stipends or travel reimbursement for public school teachers or staff. In addition, no portion of Mini-Grants can be used for food or for rewards for students.
- Assure that the text of proposals is completely free of school, principal, teacher or student identification. Such identification will automatically disqualify a proposal from consideration.
- Forgo the temptation to submit "shopping list" proposals which lack direct curriculum integration plans and plans for evaluation. Such proposals will not receive consideration. Requests for materials lists or book lists are to be just one part of a well-planned instructional unit; not to be just ends in themselves.
- Last, but not least, the front page of each proposal submitted for funding consideration must be signed by your principal as an indication that she/he has read and is supportive of your funding request.
- Proposals will be anonymously ranked by members of the Foundation's Allocations Committee.