

## Mini - Grant Facts

### WHO...

Any interested employee may apply for a grant. It can be a collaborative effort between staff members from the same building/department or from multiple buildings/departments.

### WHAT...

Provides individual grants up to \$500 or \$1,000 building-wide grants for new and innovative learning opportunities or community outreach projects.

### BUILDING-WIDE GRANTS

Sometimes building staff may have a project they would like to execute to assist their students and staff to reach a school-wide and/or district goal. This grant is intended for that purpose. It should address a project that has the potential to reach the majority of the students in your building. Building-wide grants are available up to **\$1,000**.

### WHEN...NEW DATES

Applications are due into the Adrian Schools Educational Foundation Office by **June 19, 2009**. The completed applications may be sent through interschool mail or through the US Post Office.

### WHY...

Foundation grants provide seed money for teachers and staff:

- Teachers who have an idea to energize or challenge their students.
- Teachers who have an innovative teaching strategy to pilot.
- Support staff who may wish to conduct a project to impact their relationship with students, staff, parents or community.

### THE NEXT STEPS...

- Follow directions and complete all application questions.
- Additional copies of the form can be downloaded from the school web site at [www.adrian.k12.mi.us](http://www.adrian.k12.mi.us) and click on Foundation.
- Make your answers simple, but specific. Write for your reader by painting a picture of your project in words. Use active voice.
- Return completed application signed by your principal/supervisor.



For additional information contact:

**ADRIAN SCHOOLS EDUCATIONAL FOUNDATION OFFICE**

785 Riverside Ave, Suite 2, Adrian MI 49221

517/263-2911

email: [kholmes@adrian.k12.mi.us](mailto:kholmes@adrian.k12.mi.us)



**ADRIAN SCHOOLS EDUCATIONAL FOUNDATION  
2009 - 2010 GRANT APPLICATION**

# \_\_\_\_\_  
(For office use)

*All portions of the application must be completed and **TYPED**. Page 2 (Questions 1-4) may be duplicated on a word processor, but must be limited to one page on two sides. Priority for mini-grant selection will be given to projects exhibiting a high level of creativity that directly impacts students. Non-allowable costs include salaries, stipends, conference attendance, college course work or similar professional development activities, and snack food. Only food used for curriculum is allowed.*

- Regular Mini-Grant up to \$500**                       **Building-wide Grant up to \$1,000 (entire site must benefit)**

**Project Title:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**A Foundation committee will be reviewing grants. How you can be contacted if questions arise regarding your application?**

**Specify what is involved with this project:**

Subject/Grade: \_\_\_\_\_ Number of students involved/affected: \_\_\_\_\_

Grant amount requested \$ \_\_\_\_\_ Absolute minimum amount needed \$ \_\_\_\_\_

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Have you done this project before?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a current project at your school? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a collaborative effort?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Explain what type of collaboration: \_\_\_\_\_

**Which primary category does your project address? (Check only ONE category.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Art or Music                                 | <input type="checkbox"/> Technology   |
| <input type="checkbox"/> Business Ethics & Values or Career Awareness | <input type="checkbox"/> Social Studies   |
| <input type="checkbox"/> Foreign Language                             | <input type="checkbox"/> Math & Science   |
| <input type="checkbox"/> Involvement – Parent or Community            | <input type="checkbox"/> Health, Physical Education                                   |
| <input type="checkbox"/> School Safety/Chemical Health                | <input type="checkbox"/> School Climate (attendance, discipline, character education) |
| <input type="checkbox"/> Cultural Diversity                           | <input type="checkbox"/> Literacy   |

**Which district critical success factor(s) does your project address? (Check ALL that apply.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Promote student achievement                    | <input type="checkbox"/> Support infrastructure and space.                  |
| <input type="checkbox"/> Support staff development                      | <input type="checkbox"/> Examine and revise district operational practices. |
| <input type="checkbox"/> Exhibit a commitment to community partnerships |   |

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**Principal/Director:** A brief statement on how this project fills a building or curriculum need and/or relates to your building goals.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Principal/Director's Signature**

\_\_\_\_\_  
**Date**

**DEADLINE: June 19, 2009**

**Return to: ADRIAN SCHOOLS EDUCATIONAL FOUNDATION • 785 Riverside Ave, Suite 2 • Adrian, MI 49221 517/263-2911**

Rec'd \_\_\_\_\_ # \_\_\_\_\_

Please provide:

**A. What (description) are you going to do and why (need)?** *Description of your project including an identified NEED.*

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**B. How are you going to do it – action steps?** Project objective(s) including proposed activities and process you will follow.

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**C. Expected outcomes for students.**

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**1. Specify how you plan to use the money.** *You must specify items with dollar amounts. Continue on back or extra sheet if necessary.*

\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

**List support you are getting from any other sources (LISD, PTO, community, individuals, etc.)**

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**2. Evaluation: How will you measure your project's effectiveness?**

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**3. Indicate your plan for sharing the results. (Photos, displays, invitations to Foundation Board or Board of Education members, school assembly, grade level sharing, newspaper articles, etc.)**

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I will assemble a display for a school function.

I will help on a feature article for the Daily Telegram and/or school/community newspaper.