



# MINI-GRANT PROGRAM PROJECT APPLICATION

## 2012 GUIDELINES

The Macon County Education Foundation, Inc. awards annual cash grants for educational projects to support the development of innovative programs that enhance the educational opportunities for citizens in Macon County. The Education Foundation reserves the right to review each request and fund projects it considers appropriate based on a committee review process. Application guidelines can be found at: <http://www.maconcountyttn.com/>

- The maximum individual mini-grant award is **\$1,500**.
- The maximum team or organization mini-grant award is **\$2,500**.

The Mini-Grant committee review process will give priority to projects that utilize existing community resources or receive funding from multiple resources and are designed to do one or more of the following:

1. Motivate students and keep alive their eagerness to lead.
2. Improve and enhance basic learning skills.
3. Build positive self-esteem and the belief that success is achievable.
4. Equip students with work skills.
5. Bridge cultural or ethnic barriers to learning.
6. Involve businesses, community organizations or parents in educational efforts.

### **All grant applications submitted:**

- Must be typed and printed on 8 ½” x 11” paper using the computer generated application form. ( No notebooks, spiral rings, etc )
- Must be mailed to: *Attention: Mini Grant, MCEF, P. O. Box 66, Lafayette, TN 37083*. Faxed, emailed or hand delivered applications will be disqualified.
- Must be post marked on or before **October 20, 2012**. Applications postmarked after **October 20, 2012** will be disqualified.
- Must limit total pages of application to 15. Applications with more than 15 pages will be disqualified.
- Must include the signature of the school principal for K – 12 project proposals, program director UC CCR&R or TN DHS Child Care staff for day care applicants, or authorized administrator for other agencies or organizations.
- Must include an original and six copies of the grant application.
- Should answer all application questions fully. **Incomplete applications will be disqualified.**
- Requesting funds for the following items will be disqualified:
  - ❖ Staff salaries or substitute teacher costs.
  - ❖ Personal honorariums for the applicants.
  - ❖ Supplies used daily in the classroom or center (i.e. toilet paper, paper towels, soap etc.
- The agency/school/daycare/organization name **should not** be listed in the Mini-Grant application (Items II through IX). This will disqualify application.
- Attendance at Awards Reception is required.
- Award reimbursement should be requested within 6 months of award notification.

For further information, you may contact: Renee Austin, 615.666.7936, Email [traustin@nctc.com](mailto:traustin@nctc.com) or Pete Williston, Email [pwilliston@citizens-bank.org](mailto:pwilliston@citizens-bank.org)

## GRANT EVALUATION

The Mini-Grant Review Committee will review and score grant applications. The following points will be among the **criteria considered by the Grant Review Committee** to make funding recommendations. *Applicants should review these criteria to ensure that all points are sufficiently addressed in their application.*

- 1. Goal /purpose (No more than 3 Goals)**  
State clearly the problem or need for the project. Is the project's goal (purpose) explicit? Are the goals measurable and realistic? For each goal, there must be an evaluation plan. (i.e. pre-test post-test)
- 2. In-Kind Funding**  
Will the requested funds for this project be matched with funds or material from other sources? What in-kind funds are available and being used? Examples: software provided for computer being requested; replacement bulbs for projector; labor installation at no cost for equipment.
- 3. Community Resources**  
Are other community resources being utilized? Identify the resource and where it comes from. Example: donations from local businesses.
- 4. Project Activities**  
Are the activities well planned, specific and directly related to the project goals?
- 5. Project Budget and Narrative:**  
Is the requested funding sufficient for the purpose of the grant? Is In-Kind funding and community resources clearly identified?
- 6. Project Evaluation**  
Is the project evaluation process clearly defined and practical?  
For each goal, there must be an evaluation planned in the project proposal (i.e. type of pre-test and post- test and benchmarks). Subjective comments (i.e. good, wonderful, I think, I feel... are not goal evaluations.)
- 7. Replication**  
Can the project be easily reproduced or shared in other settings at little or no cost? Describe how the project can be reproduced at little or no cost.

The committee members evaluating the grant application may not be familiar with education terms and abbreviations; therefore, please do not use them. Briefly prepare a glossary and **define all** educational **terminology** to help the grant reader understand the purpose of the project or target population.

The Education Foundation Board of Directors Mini Grant Committee will be the final judge and their decision will be binding. Awardees are expected to make a full accounting of how the funds are utilized, including receipts and/or canceled checks when requesting reimbursement. Reimbursement instructions are provided at the time of award notification. Under no circumstances will reimbursement be made for daily supplies used in the classroom/center (i.e. toilet paper, soap, paper towels, cleaning supplies or supplies used in teaching activities of daily living.). Reimbursement will be made **only** for those items clearly stated to be used in the specific project and these items must be approved by the Review Committee submitted in the application budget. The Education Foundation will notify winning applicants of grant funding decision. **Attendance at Awards Reception on December 5, 2012 is required.**



**I. MINI-GRANT APPLICATION**

No. \_\_\_\_\_  
(For Board use)

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

Applicant Name:	
Project Team Members:	
School/Daycare/Agency/Organization	
School/Daycare/Agency/Organization Address (include city and zip)	
School/Daycare/Agency/Organization Phone number	
Applicant Home Address (include city and zip)	
Applicant Phone Number	
E-mail Address	

I hereby apply for an Education Foundation Mini-Grant. I have reviewed the application checklist, confirm that all items are included in my application packet, and have reviewed the application to ensure my school, daycare, agency or organization name are not included in sections II through IX of the Mini-Grant application.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

As an authorized representative of this school, daycare, agency or organization, I am aware of this request for funding and support the application as appropriate.

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Authorized Signature\* \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\* Authorized Signature:  
 Macon County K-12 School (Principal, Assistant Principal or Director of Schools)  
 Daycare (UC CCR&R and/or TNDHS child care supervisor)  
 Agency or Organization (Authorized Administrator, Chairperson or Executive Director)

**II. PROJECT TITLE:** \_\_\_\_\_  
 (Name of project being submitted for funding)

**\*\*Do not use school/daycare/organization/agency name in the project title or sections II through IX of the proposal because this will cause the proposal to be disqualified\*\*.**

**III. PROJECT DESCRIPTION**

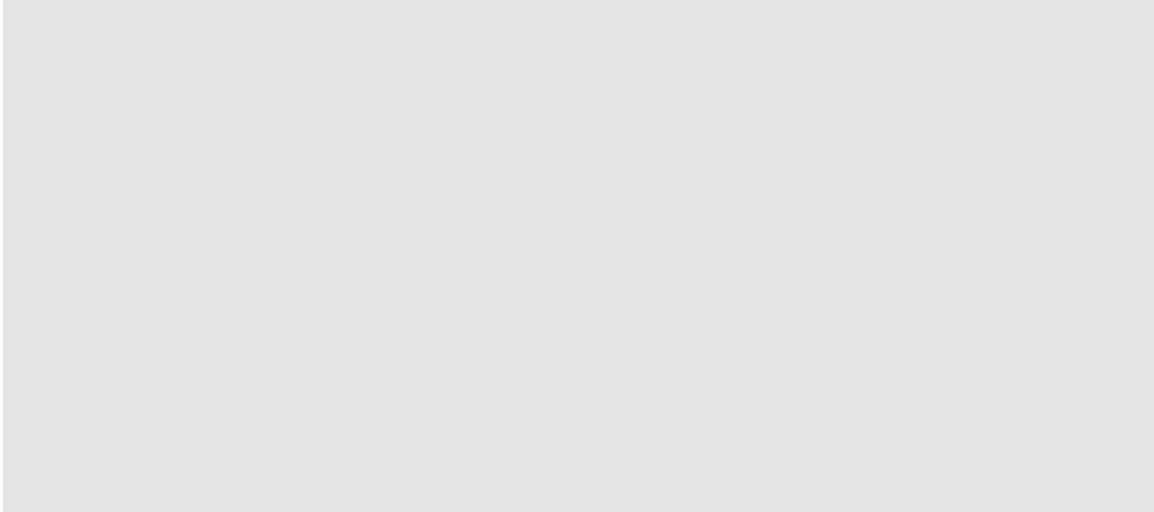
Project title (same as above)	<b>Ethnic Distribution of Target Population</b> _____ %African American      _____ %Hispanic _____ %White                              _____ %Other
Number of Students to be Served in Project:	<u>Type</u> of Project Site (classroom, school grounds, daycare, etc.)
Target Population (age, grade level, achievement level and subject)	<b>Funds Requested:</b> <div style="text-align: right;">\$</div>

**IV. GOALS/PURPOSE OF PROJECT**

What is the problem? What will this project accomplish? How will students benefit from this project? Goals should be measurable, concise and typed as *single sentence bulleted statements*. (No more than 1-3 goals are needed) For each goal, a detailed evaluation plan stating how you will measure it must be submitted in the evaluation section. **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**

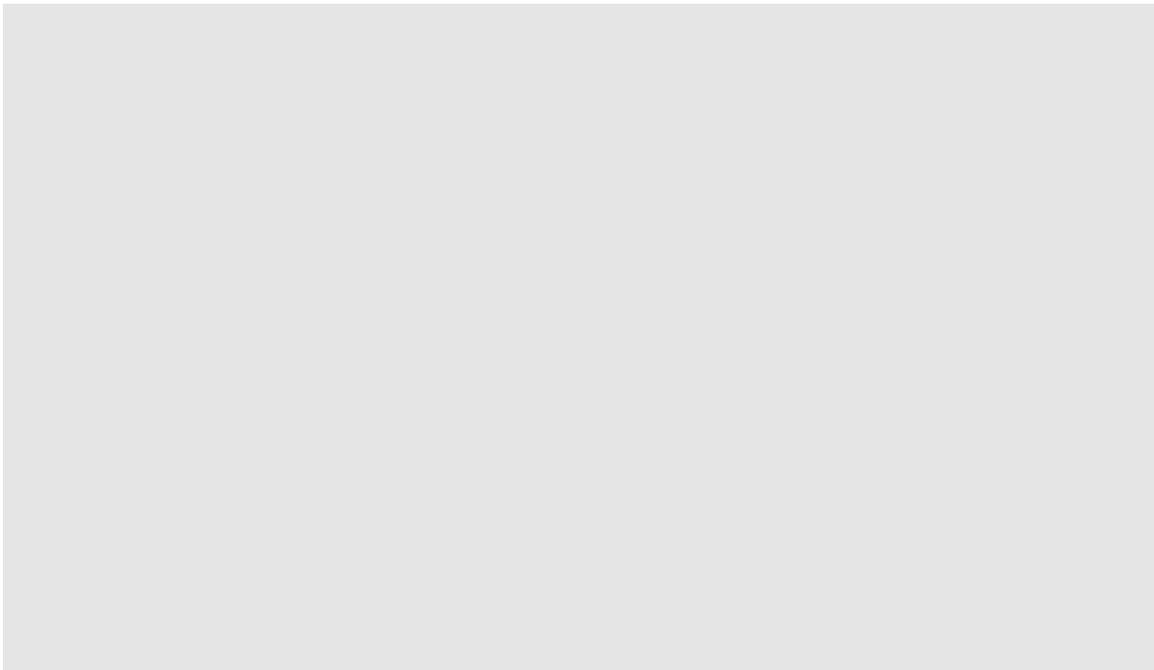
**V. NARRATIVE DESCRIPTION OF PROJECT WITH SPECIFIC TIMELINES:**

Clearly state and discuss the problem or need for the project. Goal(s)/Purpose should drive your plan for implementation with specific timelines and evaluative measures integrated in the narrative description of your project. (Projected timeline) Indicate when the project implementation will begin and when it will end. **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**



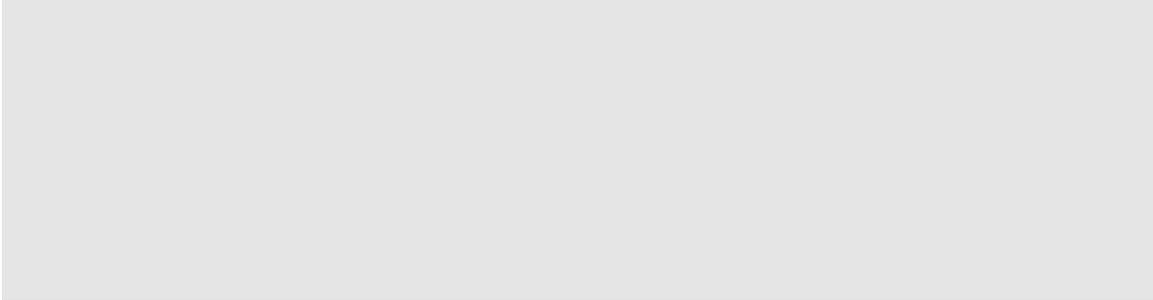
**VI. PROJECT EVALUATION**

Please list the **measurable** goals of the project and describe the evaluative method(s) (i.e. pre-test post-test) that you will use to determine if the project has successfully met each goal(s). Projects should need no more than two or three goals. **Each goal requires an evaluation plan. DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**



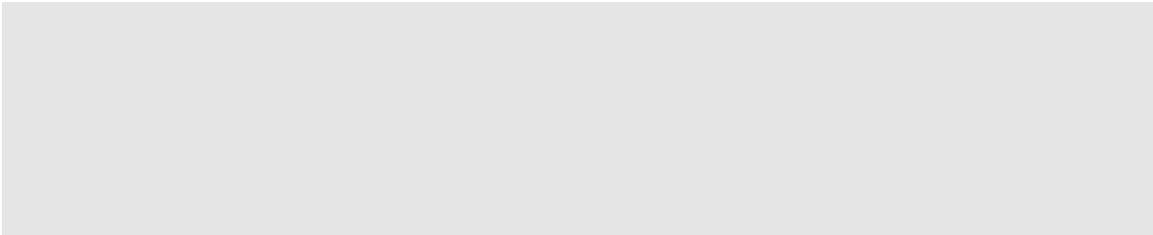
## **VII. CORROBORATION (In-Kind and Community Resources)**

Indicate any other programmatic or financial support. Monetary or in-kind support from the school and or the community should be explained with amounts stated. Letters of support for such support should be included with original copy of application. **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**



## **VIII. REPLICATION**

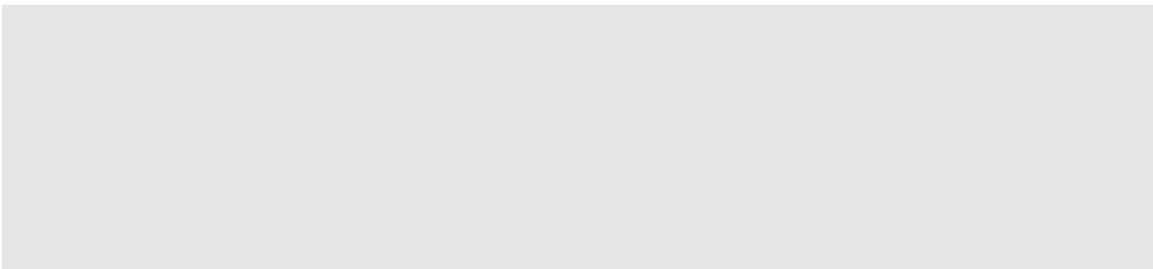
Describe how and where this project can and should be reproduced **at little or no cost.** **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**



## **IX. BUDGET DETAIL (A. Narrative and B. Detail)**

Include specific budget, such as necessary materials and equipment, sources of supplies and costs. Categories could include materials, equipment, transportation, etc specifically related to the project. Do not request funding or request reimbursement for supplies used on a daily basis in the classroom/center that have not been specifically approved by the grant review committee. Examples include: Chalk, paper towels, soap, cleaning supplies, toilet paper and other routinely expendable items will not be funded. **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**

**IX (A) Budget Narrative: If application includes purchasing equipment items, please explain the funding of maintenance items such as bulbs, etc.**



**IX (B) Budget Detail**

The budget total should equal the funding request. In-kind support should be stated separately. Clearly state the portion of the total budget that is being requested from the grant if 100% is not being requested. If total funding is not being requested from the grant clearly state how the remainder of the cost of the project is being funded with supporting documentation (i.e. letter from funding source). Letters of support for such support should be included with original copy of application. **DO NOT INCLUDE THE SCHOOL/DAYCARE/AGENCY OR ORGANIZATION NAME IN THIS SECTION.**

**Mini-Grant Budget Proposal**

Material or Equipment Items	Vendor Source	Amount

**A. Total Project Cost** \$

Community Resources (Matching Funds)	Amount

**B. Total Community Resources (Section VII)** \$

In-Kind Funding	Amount

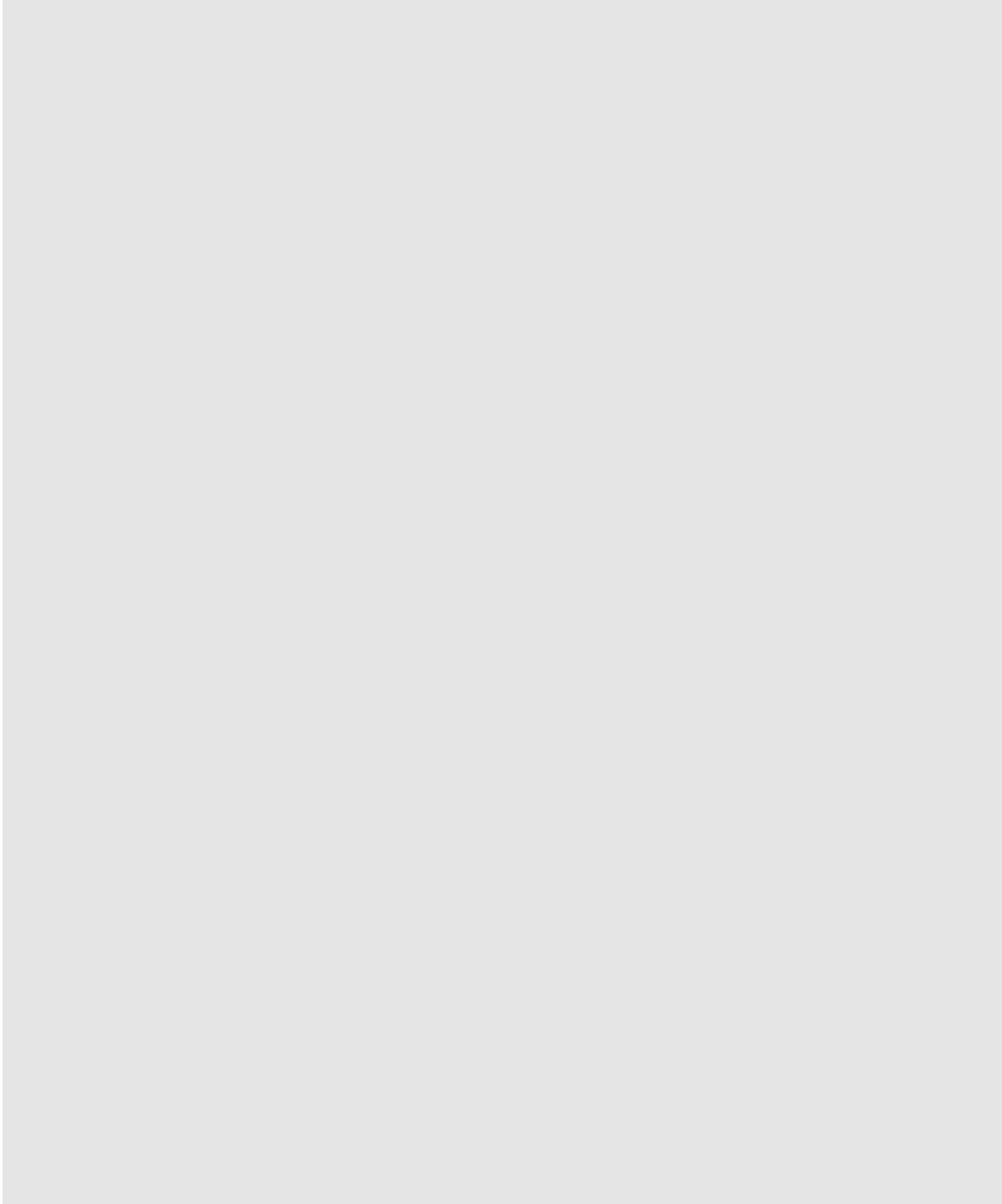
**C. Total In-Kind Funding (Section VII)** \$

**D. TOTAL FUNDING REQUEST FOR PROJECT**  
 [A less (B + C)] \$

**NOTE:** *Project Abstract used for promotional purposes and may contain school, daycare, and agency or organization name. Please be concise and specific*

**X. PROJECT ABSTRACT**

**This is a brief description of the project typed in maximum of 200 words. This should inform the public or project evaluator the *problem or need* and what your project is about, what your project hopes to accomplish, what you as teacher hope to accomplish with the project and why and how the project will enhance the education of the student. Project Abstract will be provided to the newspapers.**



## **XI. Mini-Grant Application Check List:**

**Application Packet should include:**

➤ **One Original Application which includes:**

- \_\_\_ Mini-Grant Application (Items I through IX)
  - ✓ I. complete with all appropriate signatures
  - ✓ II. through IX. complete **without** school, daycare, and agency or organization name being listed.
- \_\_\_ Letters of Support for In-Kind and Community Resources
  - ✓ from the VII. Corroboration and IX. Budget Sections
- \_\_\_ Project Abstract (Item X)
  - ✓ 200 words or less
  - ✓ School, daycare, agency or organization may be listed.
- \_\_\_ Mini-Grant Application Check List (Item XI)

➤ **Six Copies of mini-grant application (Items II through IX)**

- ✓ Copies used by review committee
- ✓ Copies should not include letters of support
- ✓ Application Items II. through IX. should be complete without school, daycare, and agency or organization name being listed to allow evaluation process to be objective.

**REMINDERS: ALL grant applications submitted:**

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