

Alva Goldbug Education Foundation



Fall 2022

Applications must be submitted to AGEF at the Central Office by 1:00 p.m. **Monday, May 2.**

Please note the changes in the Guidelines.

Teacher's Name

E-mail Address

School Name

Grade Level/Organization Name

Mini-Grant Project Title

Amount Requested

I hereby apply for a mini-grant. I understand that I am required to maintain records and complete an evaluation portfolio to document the success of this project. I have read and agree to the agreement terms below and the guidelines on the back of this page.

Teacher's Signature/Date:

I hereby certify that the enclosed project aligns with our school plan and supports our goal of improving learning for all students.

Principal's Signature/Date:

Agreements- Upon acceptance of a mini-grant award, you agree to the following:

- ❖ Present a post-project review at an AGEF board meeting in March or April following the grant award. The presentation should include an oral explanation of the project, as well as pictures and other pertinent information demonstrating the success of the activity. AGEF will contact you with the dates available.

- ❖ Inform the Foundation of any unexpended grant funds.

Mini-Grant Guidelines

1. Only complete mini-grant applications will be considered.
2. Grant applications must be written so that someone not familiar with the project will understand the project after reading the application.
3. **Each teacher may submit one proposal as an individual or as a teacher group (not both).** This does not apply to a proposal for an entire building grant.
4. The applicant's name should only appear on the application cover page.
5. Applications will be reviewed and awarded by the Foundation's Board of Directors.
6. Mini-grant awards will be based on innovation, creativity, educational value and enrichment benefits.
7. The Foundation reserves the right to fund programs that it considers appropriate for one school, but not for another.
8. Grant funds may be used for supplies **ONLY** if they pertain to the project and must be itemized in the proposal.
9. Project funds must be spent during the current school year (August-May.)
10. The Foundation reserves the right to publicize all grant projects.
11. Award history may be a determining factor in the event of budget constraint.
12. Mini-grant awards for individual teachers will not exceed \$200.
Mini-grant awards for grade levels or departments will not exceed \$350.
Mini-grant awards for buildings will not exceed \$500.
13. Student organization fundraisers are not eligible for mini-grants.

Project Title: _____

Individual Teacher Request Grade Level or Department Request Building Request

School Name

Grade Level/Department/Building

Amount Requested

Number of Students Served

Are you receiving additional funding for this project? If so, list the sources and the amounts.

Details of the Application

1. **Project Summary:** (A brief description of the project.)

2. **Project Description:** (A description of the activities the project will entail.)

3. **Rationale:** (Background information that led you to develop this project.)

4. **Objectives:** (A description of the educational value of the project.)

5. **Evaluation:** (The process you will use to determine the success of the project.)

6. **Itemized Budget:** (A detailed listing of all expenses expected in connection with the project.)

**** Applicant's name should ONLY appear on the application cover page.****