

# *Gilbert Education Foundation*

## GUIDELINES FOR MINI-GRANT APPLICATIONS

**Application Deadline: Wednesday, September 30, 2015**

Mission Statement – The Gilbert Education Foundation is dedicated to enhancing, enriching, and supporting the quality educational programs in the Gilbert School District, by providing funds for the purchase of materials, equipment and providing exceptional experiences for our children that foster learning and enable students to reach their educational goals.

One project the *Gilbert Education Foundation* provides annually is the Mini-Grant Program. Through the Mini-Grant Program teachers are able to apply for funds, up to \$500 to provide special projects, which support the efforts made in their classrooms. All teachers are encouraged to apply.

These guidelines will assist you in applying for a *Gilbert Education Foundation Mini-Grant*. The information that you provide on the attached application form will be the basis used by the committee members to determine the merits of the grant and ultimately the award decision. If you have any questions or need help please contact your building principal or Shele Blum, Development Consultant, at 460-5381 or email [gilbertfoundation.ia@gmail.com](mailto:gilbertfoundation.ia@gmail.com)

Please note that **the signature of your building principal or supervisor is required** on the second page of the application form. **Also, if this grant is for technology, please have the media specialist sign that you have discussed this project together.** This signature ensures that the appropriate administrative personnel are aware of your submission of a grant application.

Applications will be reviewed on a competitive basis, and a limited number of grants will be made. The deadline for submission of applications is **September 30, 2015**. Winners of the 2015-16 mini-grants will be announced in early/mid-October. Each project selected will be funded to begin at that time, and it is expected that grants must be expended prior to May 1, 2016. A committee of foundation trustees and district educators will review each application using the following criteria:

- Is the statement of the proposed project clear?
- Are the objectives clearly stated? Are they realistic and worthwhile?
- Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
- Are the plans for evaluating the project suited to the nature of the project?
- Is the budget request reasonable and sufficiently detailed?
- Is the proposed project innovative? Is this a new project (as opposed to similar projects in progress)? Is this project value-added to student learning?
- Does the project have promise of benefiting students in the school in which it is being conducted or the system as a whole?

- Grants may be used to compensate experts (i.e. authors or artists) who come to work with students, but not to pay teachers or staff.
- Equipment purchased through mini-grants becomes the property of the Gilbert School District.
- Please list all teachers/staff involved in the project; however, identify only one contact person.
- Publicity on mini-grants is encouraged. Please acknowledge support from the Gilbert Education Foundation mini-grant program whenever possible.
- You can now download the application guidelines and form from the website- [www.gilbert.k12.ia.us](http://www.gilbert.k12.ia.us), go to Foundation and click on Mini-Grants.

Please submit completed application in a PDF format as an email attachment to [gilbertfoundation.ia@gmail.com](mailto:gilbertfoundation.ia@gmail.com) or mail a hard copy to Gilbert Education Foundation, Attention Shele Blum, Development Consultant, 103 Mathews Drive, Gilbert, Iowa 50105

Based on the review of the committee, the Foundation will take one of two actions: (1) approve the application for partial or full funding, or (2) not approve the application. At the completion of the process, you will be notified about the committee's decision concerning your application.

The implementation of this program is made possible by grants from the *Gilbert Education Foundation*.

Thank you for your interest in applying for a Foundation Mini-Grant.

Gilbert Education Foundation Board

***Gilbert Education Foundation***  
**2015-16 MINI-GRANT APPLICATION FORM**

(Application limit: \$500.00 Maximum)

Due Date: September 30, 2015

**Submit completed Application in PDF format as an email attachment to:**  
[gilbertfoundation.ia@gmail.com](mailto:gilbertfoundation.ia@gmail.com) **or mail a hard copy to:**  
**Gilbert Education Foundation, Attention Shele Blum, Development Consultant,**  
**103 Mathews Drive, Gilbert, Iowa 50105**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_

Project Title: \_\_\_\_\_ Budget Requested: \_\_\_\_\_

Contact Person (list one person): \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_

**One Paragraph Summary Description** (Please include within your description an explanation of how your request meets the criterion for innovative practices):

**Mini-Grant Application Form - page 2**

1. When do you anticipate implementing the project?
  
2. Approximately how many students will be affected by this project? Explain your number.
  
3. What is the length of time the project would affect students? What would be the impact of this project on future years?
  
4. To what extent would this project enhance the district curriculum and your classroom?
  
5. To what extent would this project enhance the district's goals and objectives?
  
6. Detail your budget request. Include specific information such as kinds of materials and equipment needed, sources of supply, and costs. Categories to be used could be items such as materials, equipment, transportation, honorariums, food, etc. (Meals, travel for staff, and teachers' salaries beyond the school day are not included in the funding criteria.) **Be sure to include shipping/handling costs in your budget.**

<u>Item</u>	<u>Supplier</u>	<u>Budget Amount</u>
Example: Six (6) "Learning to Read Books"	ABC Supply Co.	\$33.00
Shipping/handling		<u>8.00</u>
		\$41.00

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Signature of Bldg. Principal

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Signature of Applicant

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Signature of Media Specialist (if ordering technology)

If you have questions or need assistance, contact your building principal or Shele Blum, Development Consultant, at [gilbertfoundation.ia@gmail.com](mailto:gilbertfoundation.ia@gmail.com) or (515)460-5381.

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