

## **DAACE MINI-GRANT APPLICATION**

Anyone currently teaching in a Delaware Adult Education Program and is a DAACE member is encourage to apply. DAACE will provide five mini grants of no more than \$500 each to support your ideas for new teaching techniques and innovative education projects. Only one mini grant will be awarded per each Adult Education Program.

### **Deadline for Application**

**March 16, 2018**

### **APPLICATION GUIDELINES**

**WHATS IS A MINI-GRANT?** The DAACE Mini-Grant Program makes funding available to innovative adult education teachers for creative classroom activities that will enhance the educational experience of students in Delaware Adult Education Programs. The grant amount is \$500.

Mini-grant Guidelines. The Mini-Grant Program is an activity or project. Evaluators will ask the following questions about your proposal:

- Are the project objectives clearly stated: Are they realistic and worthwhile?
- Does the project offer a unique solution to an educational need?
- Are the procedures to be followed clearly described – including methods, necessary materials and resource personnel?
- Has a tentative schedule and completion date been specified?
- Are evaluation plans suited to the nature of the project?
- Does the project have promise of benefiting students in the school in which it is being conducted? In other schools?
- Is the budget request reasonable and sufficiently detailed?
- Has in-kind or financial support been sought from other community sources such as school budgets, parent groups, business, civic groups or other community resources?
- Are supplies or equipment requests necessary and supplemental to the success of the project?

**PLEASE NOTE:** Do not mention your name, school or school district name except where called for on the application page. This ensures anonymity during evaluation.

The Awards committee will not fund:

- Stipends or salary payment for the applicant
- Field trip expenses unless the trip is essential to the project.

**WHEN ARE APPLICATIONS DUE?** The original completed packet must be postmarked and sent to DAACE, Attn: DAACE Mini-Grant Committee, 516 W. Loockerman Street, Dover, DE 19904, or via email signed packet PDF file to: Joanne.Heaphy@ace.k12.de.us no later than March 16, 2018. Applications received after that date would automatically be rejected. **Please do not send additional attachments – they will not be considered or returned.** Winners will be notified by April 14, 2018.



## DAACE MINI-GRANT

**PROJECT TITLE** \_\_\_\_\_

**PROGRAM TYPE (ABE, ELS, ETC.)**\_\_\_\_\_

**ONE PARAGRAPH SUMMARY DESCRIPTION** (Briefly describe your project and its objective.)

**STATE OF NEED** (Identify an educational problem and describe how your project offers a unique solution.)

**IMPLEMENTATION** (Describe your project telling who will be involved in carrying out your project – teachers, students, aides, parents, other groups, etc., and explaining how methods, materials or experiences involved will be needed to carry out your project.)

**TIME TABLE** (Outline a tentative schedule of redevelopment and implementation of your project.)

**IMPACT** (How will your project benefit students' education? Will they be directly involved? How many students or classes will be affected by your project? Explain your number.)

**EVALUATION** (How will you determine whether your objectives have been achieved?)  
Mini-Grant recipients will be asked to fill out an additional evaluation sheet upon completion of their project.

**DETAILED BUDGET REQUEST** (Include specific information: such as, kinds of materials and equipment needed. Sample categories are: materials, equipment, speakers' fees, food, etc. If your project has financial or in-kind support from parents, civic groups, business, etc., please indicate this as part of your budget.)

**ITEMS**

**SUPPLIER**

**AMOUNT**

**TOTAL:**

**COMMUNITY INVOLVEMENT** (Have you attempted to obtain in-kind or financial support from other sources; such as, school budgets, parent groups, businesses, civic groups or other community organizations? What was the result?)