



## Mini-Grant Proposal

Visalia Educational Foundation  
Application for Mini-Grant Award

**Proposals are Due the 3<sup>rd</sup> Friday of October by 5 PM**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Department/Grade \_\_\_\_\_

School Principal \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Convenient hours available for contact \_\_\_\_\_

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Title of proposed program: \_\_\_\_\_

Grade level(s) this proposal addresses: \_\_\_\_\_

Brief description of proposed program: (This may be used for information purposes in the Foundation's Newsletter and/or local newspaper publications. In the event that your grant is selected, this description may be used by the VEF for promotion.)

Total cost of project: \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Phone: \_\_\_\_\_

Please return to:  
Visalia Educational Foundation  
5000 W Cypress  
Visalia, CA 93277

## What is a Mini-Grant?

The Visalia Educational Foundation has developed a program offering Mini-Grants to Visalia Unified School District teachers and staff who have ideas for new and innovative projects or creative projects which will help students attain district educational standards and goals for which funding is not available through regular school sources.

Mini-Grant monies may be used to purchase materials and supplies, necessary for the successful completion of the project. **Our intent is not to solely fund materials and supplies without a creative or innovative educational project.**

Mini-Grant funds may not be used as personal honorariums for the applicant, other teachers, or other school personnel. The project must be able to be completed within the five hundred-dollar award of the project and NOT generate any additional personnel costs.

## How Mini-Grants Are Awarded?

The Mini-Grant Review Committee of the Visalia Educational Foundation will review Mini-Grant proposals. The grant award process is designed to provide funds for new special programs that are responsive to classroom needs, support Board of Education goals, and inspire the desire to know and learn.

The Foundation establishes funding in the amount based on revenue available for disbursement during the current school year. The Foundation solicits proposals from teachers and others that wish to initiate learning experiences, which require up to \$500 of funding for which other funding sources are not available.

## Who is Eligible?

Any Visalia Unified District teacher, counselor, resource teacher, administrator, educational support staff or group of teachers is eligible to apply.

## How to Apply?

The Mini-Grant guidelines are short and easy to complete and are included with this **information and are available year round.** Additional forms are available by calling the **Visalia Education Foundation**, 730-7518, or downloading from the Visalia Education Foundation Website: [http://visaliaedfoundation.org/Teacher\\_Grants.html](http://visaliaedfoundation.org/Teacher_Grants.html). Completed proposals may be mailed or hand delivered, but must be in the VEF office by the stated due date, no exceptions.

**Grant Committee, Visalia Education Foundation  
c/o Visalia Unified School District  
5000 W Cypress Avenue  
Visalia, CA 93277**

Please email questions to Laura Pace at [grants@visaliaedfoundation.org](mailto:grants@visaliaedfoundation.org). Include a phone number where we can reach you if necessary. Thank you for your proposals.

## How to Prepare Your Proposal

The following guidelines must be followed. Proposals not meeting the criteria will be disqualified.

All proposals must be legible on 8 1/2 x 11" paper.

Make a copy of the cover sheet and complete the information requested including signatures of applicant and principal.

Follow the sample outline and respond to every item as completely as possible.

The proposal should not exceed four pages including the title page. If you wish to provide information not requested in the outline but you feel that it would promote a better understanding of your proposal, it should be shown as item VII in your outline, under miscellaneous.

## The Selection Process

Upon receipt, the Mini-Grant Selection Committee will evaluate your proposal. **Only complete proposals will qualify.** Your proposal will be ranked according to the extent to which the project:

- challenges students at different ability levels;
- enriches the educational experience;
- ┆ is creative;
- has realistic goals; and,
- ┆ is cost effective.

The Mini-Grant Selection Committee will make the final selections. Funds will be awarded according to the Mini-Grant budget each year. In the event that not all funds are awarded, there will be a second grant cycle, announced before winter break and due in February.

## Distribution of Funds

Upon awarding a Mini-Grant, the Education Foundation will provide a check to the school principal for distribution. The recipient will be required to maintain records of all expenditures. **If the grant is awarded, an evaluation form will be provided and must be completed and returned to the Foundation upon completion of the project.**

## Ownership of Materials

Equipment and materials purchased through the Mini-Grant Program will remain the property of the Visalia Unified School District.

- The person receiving the grant will have exclusive use of the and materials for as long as the project continues.  
Any unexpended grant funds are to be returned to the Foundation.

## Mini-Grant Schedule

Proposal submission deadline: 3<sup>rd</sup> Friday of October

Applications are available year round from the Foundation's District Office or the District's website.

Grants announced and paid on the 2<sup>nd</sup> Wednesday of November

Project completed: June of the current school year.

Project evaluation and financial reports submitted: as soon as project is completed, and no later than June of the current school year (Evaluation form will be provided if Mini-Grant is awarded).

# Project Title

- I. Why this project is important (describe the need):
  
- II. What I would like to do (list instructional objectives):
  
- III. How I propose to go about doing it:
  - A. Steps to be taken in meeting instructional objectives
  - B. Time involved
    - Length of project (number of days/weeks/months)
    - Days per week required
    - Hours per day required
  - C. People involved
    - General subject area and/or grade level
    - Number of students involved
    - Number of teachers and/or staff involved
  - D. Materials involved
    - Instructional materials and supplies required
    - Equipment required
    - Facilities required
  
- IV. When will I know that I have accomplished the objectives (describe program evaluation procedures):
  
- V. How I plan to report what has been accomplished (tell how student progress will be assessed and reported to students, parents, teachers, and others):
  
- VI. Proposed budget:
  - A. Materials/supplies
  - B. Equipment
  - C. Miscellaneous (describe)
  - D. Total
  
- VII. Miscellaneous – If you wish to provide information not requested in the outline, but you feel that it would promote a better understanding of your proposal.

Adopted: July 23, 1991