Kokomo Schools Education Foundation  
Mini Grant application

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant(s) Name: *List all Applicants* | | | | | | | | |
| School Name: | | | | | | | | |
| If more than one applicant; who will be in charge: | | | | | | | | |
| Check position of the  applicant in charge: | |  | Teacher |  | Principal | |  | Department Head |
| Grant Title: | | | | | | | | |
| Project Begin Date: | | | | **Project End Date:** | | | | |
| Target Group for Project | **Number of Students:** | | | | | Age or Grade level: | | |
| If special class; please specify: | **Number of Teachers involved:** | | | | | Number of Parents involved: | | |

*The purpose of the mini grant is to encourage innovative and creative teaching in the classroom.* Applications are due by March 7th for the mini grant to be awarded for the 1st semester of the 2018-2019 school year.

# Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item (materials, supplies, speaker) | Supplier/Vendor | Unit Cost | Total Cost |
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|  |  |  |  |
| Total Amount Requested: |  |  | $ |
| Cost per pupil: $ |  |  |  |

($500 grant award; up to $1000 will be considered for unique projects)

## PROJECT NARRATIVE

What is the purpose of the project? What do you expect your students to learn or be able to do at the end of the project? How will you evaluate to determine if they have? What state standards do you expect to meet and how will you know you have met them? Describe briefly how you will carry out this project in terms of your role and the students’ role. What evidence will you have to document learning assessment?

## Building Principals Comments

*Building principal comment supporting the project, verify that the building budget cannot supply any of the items, verify there are no resources within the corporation to supply any of the items.*

## Building Principal Signature:

Must be a signature, not a stamped signature.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Building Principal Name |  |  |  |  |
| Building Principal Signature |  |  | Date |  |

Principal verifies that they have read the entire proposal and supports the project.

# the following rubric will be use to score mini-grants

# Budget: Total possible points for the Budget Section - 5

|  |  |
| --- | --- |
| Points | Rubric Item |
|  | Projected expense complete and within the $500 maximum (additional funding up to $1000 could be considered) |
|  | Budget lists in-kind contributions from the school, corporation, and/or other resource |
|  | Budget lists other funding sources (school funds, community funds, personal funds, etc.) |
|  | The project budget takes into account per pupil costs and replication without additional costs. |
|  | Budget contains written assurance from other resources that will be contributing to the project (date and amount) |

## NARRATIVE: Total possible points for the Narrative Section - 15

|  |  |
| --- | --- |
| Points | Rubric Item |
|  | The purpose of the project (Why are you doing the project?) |
|  | The method or procedure used in carrying out the project. |
|  | Expected benefits or results for your students. |
|  | Is the project creative or innovative? |
|  | How many students will benefit from this project? |
|  | Can this be replicated by your school or other schools without additional costs? |
|  | State Standards to be met (listed by name) |
|  | Explain how the project meets each standard listed |
|  | Is the project in a regular classroom or laboratory oriented? |
|  | Is the project interdisciplinary focused, either within your discipline or with other teachers of other disciplines? |
|  | Is it designed to truly enrich experiences of the students, or enrich the curriculum |
|  | What will the students learn and /or be able to do? |
|  | How will your evaluation show if students did not learn something and or were able to do something? |
|  | How did the process promote student achievement? |
|  | What standard measurement did you use to verify the above achievements? |

## Building Principal’s Portion: Total possible points for the Budget Section - 5

|  |  |
| --- | --- |
| Points | Rubric Item |
|  | Building principal’s narrative shows support for the project. *2 points* |
|  | Building principal verifies building/corporation money is not available for project and in-kind resources are not available. *1 point* |
|  | Building principal printed and signed the completed form. *2 points* |
|  | **TOTAL SCORE (Maximum 25 points)** |
|  | **Mini Grant Committee Approved (Yes or No) Amount $** |

# Application turned in after the stated due date will not be considered.

# A mini grant project will be funded one time only.

# Field trips will not be funded.

# Teacher enrichment or college credit will not be funded.

# School personnel will not be compensated.