

# MINI-GRANTS FOR EDUCATION 2011-2012

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A program designed to provide small grants  
to help develop innovative education projects.  
Revised May, 2003



## A BRIGHT IDEA....

The Education Foundation of Oconee County, Inc.  
“Lighting the Way to Our Future!”

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### **Oconee Chamber of Commerce - Executive Committee**

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Mr Mike McCleary. , Chair-Elect  
Mr. J. Mike Lewis, Past Chair  
Ms. Ronda Holloway, Treasurer  
Mr. Mike McCleary, Secretary  
Mr. J.R. Whitfield, President

### **Education Foundation of Oconee County, Inc.**

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Mr. J.R. Whitfield, President

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Dr. John Jackson – Oconee County Schools Superintendent  
Ms. Peggy Hardigree – Partners-In-Education  
Mr. J.R. Whitfield – Oconee Chamber of Commerce

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## **WHAT IS A MINI-GRANT?**

The Education Foundation of Oconee County, Inc. has developed a program offering Mini-Grants to Oconee County teachers and staff who wish to implement creative, innovative educational projects for which funding is not available through regular school sources.

Mini-grant monies may be used to purchase materials, supplies, equipment, etc., necessary for the successful completion of the project. For example, a Mini-Grant could be used to purchase science equipment for a special science experiment, or to purchase software packages for computer applications in any number of curriculum areas, or to fund parent study skill programs designed to improve the quality of parental involvement in their child's homework.

Specialized educational trips will be considered only if they are an integral part of the proposed project. Mini-grant funds may not be used as personal honoraria for the applicant, other teachers, or other school personnel.

## **HOW MINI-GRANTS ARE AWARDED.**

The Mini-Grant Review Committee of the Education Foundation of Oconee County, Inc will review Mini-Grant proposals. The grant award process is designed to provide funds for special programs responsive to classroom needs and to the desire to know and learn.

The Foundation solicits proposals from teachers and others who wish to initiate learning experiences, which require up to \$500.00 of funding for which other funding sources are not available.

## **WHO IS ELIGIBLE?**

Any individual or group of teachers, counselors, media specialists, resource teachers, administrators, or educational support staff members (i.e. lunchroom employees, bus drivers, etc.) employed in any SACS accredited public or private school in Oconee County is eligible to apply.

## **HOW TO APPLY.**

The Mini-Grant Guidelines are short and easy to complete. Submit information on pages 5 and 6 by the deadline. Please be sure to include your email address and total cost of project on the lines provided on page 5. Additional forms are available by calling the Oconee County Chamber of Commerce at 706-769-7947 or Email [zgattie@occoc.org](mailto:zgattie@occoc.org).

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## HOW TO PREPARE YOUR PROPOSAL

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

**\* USE CAUTION: DO NOT MENTION NAMES IN THE CONTEXT OF THE PROPOSAL THAT WOULD IDENTIFY THE APPLICANT, THE SCHOOL, THE PRINCIPAL, OR THE CLASS INVOLVED!!!**

- \* All proposals must be typed on 8-1/2" x 11" paper.
- \* Make a copy of the cover sheet and complete the information requested, including signatures.
- \* Follow the sample outline and respond to every item as completely as possible.
- \* The proposal should not exceed four (4) pages including the title page.
- \* If you wish to provide information not requested in the outline but that you feel would promote a better understanding of your proposal, it should be shown as item VII in your outline.

## THE SELECTION PROCESS

Upon arrival at the Chamber of Commerce, your proposal will be assigned an identification number. Your cover sheet will be replaced with a cover sheet that omits your name and school location; it will show only the identification number. The judging committee will rank the applications received according to the extent to which the project:

- \* Challenges students at different ability levels;
- \* Enriches the educational experience for students;
- \* Is creative;
- \* Has realistic goals; and
- \* Is cost effective.

The committee will submit its preliminary selections to the total Foundation Board of Directors, which in turn will make the final selections. Funds will be awarded according to the Mini-Grant budget each year.

## DISTRIBUTION OF FUNDS

Upon approval of a Mini-Grant proposal, the Foundation will create a special account at the school in the recipient's name. The recipient will be required to maintain records of all expenditures. Upon completing the project, these records, along with the evaluation of the project, will be submitted to the Foundation.

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## OWNERSHIP OF MATERIALS

Equipment and materials purchased through the Mini-Grant Program will remain the property of the schools.

\* The person receiving the grant will have exclusive use of the equipment and materials for as long as the project continues.

\* Any unexpended grant funds are to be returned to the Foundation.

## PROJECT EVALUATION

During the project, the Foundation Committee will review the progress of the program and may conduct at least one on-site review. To ensure accountability, project directors will be required to submit a written final performance and budget report to the committee. This report will be forwarded to the Chamber of Commerce. An interim report may also be requested if the project exceeds one semester in length.

## MINI-GRANT SCHEDULE FOR SCHOOL YEAR 2010-2011

**Applications Distributed: February 3, 2010**

**Proposal submission deadline: March 10, 2010**

**Grants announced: Week of May 10, 2010**

**Funds awarded: May 20, 2010**

**Project completion deadline: April 17, 2011**

**Project evaluation/financial reports submitted: May 10, 2011**

**NOTE:** Under special circumstances, exceptions to the above schedule may be made. After the awards period, if you have a concern, please contact the Chamber of Commerce for any exceptions to the schedule.

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## MINI-GRANT PROPOSAL TITLE PAGE

Name of Applicant \_\_\_\_\_

School \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_

**(Proposal Due Date: March 10, 2010)**

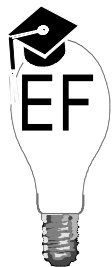
I have read the Mini-Grant Application information and wish to submit this application in accordance with the Mini-Grant Application Guidelines.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **A BRIGHT IDEA....**

**THE EDUCATION FOUNDATION OF OCONEE COUNTY, INC.  
"LIGHTING THE WAY TO OUR FUTURE!"**

**Thank you for your application!**

Return to: Education Foundation of Oconee County, Inc.  
P.O. Box 348  
55 Nancy Drive  
Watkinsville, Georgia 30677

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On a separate sheet of paper, please submit the following information. Be sure to include the total cost for your proposed project

## PROJECT TITLE

I. Why this project is important (describe the need)?

II. What I would like to accomplish (list instructional objectives)?

III. How I propose to do the work:

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
- Number of students involved
- Number of teachers and/or staff involved

D. Materials

- Instructional materials and supplies required
- Equipment required
- Facilities required

IV. Timeline for assessing accomplishments and objectives (describe program evaluation procedure).

V. Student Assessment (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