



Mini-Grants for Education

A program designed to provide small grants to help develop innovative education projects

A BRIGHT IDEA....

The Education Foundation of Oconee County, Inc.

“Lighting the Way to Our Future!”

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Revised November 2018

WHAT IS A MINI-GRANT?

The Education Foundation of Oconee County, Inc., housed within the Oconee Chamber of Commerce, has developed a program offering mini-grants to Oconee County teachers and support staff who wish to implement creative and 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. 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.

In previous years, mini-grants have funded projects that include the development of language libraries, STEM projects, makerspace closets, agricultural projects, and the purchasing of software and smartbooks to further learning objectives. Funds acquired through the Chamber mini-grant program must be used for a specific, outlined project, and must be approved by your principal/administrator.

HOW MINI-GRANTS ARE AWARDED

Mini-grant applications received during the award cycle will be reviewed by an independent panel of judges with experience in education but not associated with any Oconee County school participating in this grant program. The grant award process is designed to provide funds for special programs responsive to classroom needs and to the desire to know and learn.

Those applying for mini-grants may request up to \$600 in funding for their individual project.

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 of March 15, 2019. We must have your e-mail and total project cost.**

Additional applications may be downloaded at:

<https://www.oconeechamber.org/education--mini-grants.html>

HOW TO PREPARE YOUR PROPOSAL

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

1. All proposals must be typed on 8-1/2" x 11" paper.
2. The title page on page 5 will be the title page you use for your submission. Please make a copy of this page, fill out all information, and have your principal/administrator sign off on the project.

3. Follow the sample outline and respond to every item as completely as possible.
4. The proposal is to not exceed five (5) pages including the title page.
5. 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.

PLEASE DO NOT MENTION ANY NAMES OR INCLUDE ANY PICTURES IN YOUR PROPOSAL THAT WOULD IDENTIFY THE APPLICANT, THE SCHOOL, THE PRINCIPAL, OR THE CLASS INVOLVED.

THE SELECTION PROCESS (See rubric on page 7)

Upon arrival and acceptance at the Oconee Chamber of Commerce, your proposal will be assigned a random identification number. Your cover sheet will be replaced with a cover sheet that omits your name and school information. This sheet will only identify you by the identification number. The judging panel 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
- Promotes innovation and creativity
- Has obtainable and realistic goals
- Is cost-effective

Once judging has been completed, the Oconee Chamber of Commerce will then finalize awards according to the mini-grant budget set for the year.

DISTRIBUTION OF FUNDS

Upon approval of a mini-grant award, the Oconee Chamber of Commerce 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 completion of the project, these records, along with the evaluation of the project, must be submitted to the Oconee Chamber of Commerce.

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. If approved for a mini-grant, changes may not be made to the project in terms of supplies/materials needed unless approved by the Oconee Chamber of Commerce.

* Any funds awarded and not used are to be returned to the Oconee Chamber of Commerce.

PROJECT EVALUATION (SEE PAGE 8)

During the project, the Oconee Chamber of Commerce will review the progress of the program and may conduct at least one on-site review.

To ensure accountability, project directors (grant recipients) will be required to submit a written final performance and budget report to the Oconee Chamber of Commerce. Receipts for all purchases and a one page description of the project and the outcome must be included.

IF THE PROJECT EVALUATION IS NOT SUBMITTED, YOUR SCHOOL WILL BE INELIGIBLE TO RECEIVE MINI-GRANT AWARDS THE FOLLOWING YEAR.

This report should be forwarded to the below address by no later than April 17, 2020

Oconee Chamber of Commerce
Attn: Mini-Grants
P.O. Box 348
Watkinsville, GA 30677

*An interim report may also be requested if the project exceeds one semester in length.

MINI-GRANT SCHEDULE FOR SCHOOL YEAR 2019-2020

Applications Released: November 20, 2018

Proposal submission deadline: March 15, 2019

Grant recipients announced: Week of April 15, 2019

Funds awarded: TBA, University of North Georgia-Oconee Campus

Project completion deadline: April 3, 2020

Project evaluation/financial reports submitted: April 17, 2020

NOTE: Under special circumstances, exceptions to the above schedule may be made. All recipients will be notified of the outcome after judging has been finalized. After the awards period, if you have a concern, please contact the Oconee Chamber of Commerce for any exceptions to the schedule.

MINI-GRANT PROPOSAL TITLE PAGE

Name of Applicant: _____

Principal's Name: _____

School: _____

School Address: _____

Applicant's E-mail: _____

Date: _____ Total Cost of Project: _____ (up to \$600.00)

Title of Project: _____

(Proposal Due Date: March 15, 2019)

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

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*Completed applications may also be dropped off at the Oconee Chamber of Commerce or inserted in the overnight slot by the front door.

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 Cost

VII. **(IF NEEDED)** If you wish to provide information not requested in the outline but that you feel would promote a better understanding of your proposal

**MINI-GRANT EDUCATION
EVALUATION FORM
2019-2020**

Teacher Code: _____

Total Points: ____ / 100

1. Impacts a variety of skill levels and/or learning styles or impacts an important target population:

Possible number of points: ____ / 20

Comments:

2. Clearly identifies learning objectives being addressed:

Possible number of points: ____ / 20

Comments:

3. Provides supporting research and methods for best practices:

Possible number of points: ____ / 20

Comments:

4. Clear plan for assessment of project and goals with examples of implementation methods:

Possible number of points: ____ / 20

Comments:

5. Impacts large number of students and/or can be recycled/reused:

Possible number of points: ____ / 20

Comments:

General Comments:

**MINI-GRANT EDUCATION
REPORT FORM**

Due to Chamber: April 17, 2020

Please attach a list of expenditures for the project

SCHOOL NAME: _____

TEACHER'S NAME(S): _____

PROJECT TITLE: _____

Briefly describe your project, describing grade levels involved, number of students impacted this year, whether you will be able to reproduce this project next year with the materials purchased this year, types of learning objectives/performance standards addressed, etc.

Describe what assessment methods you used to evaluate the effectiveness of your project (i.e. how did you determine whether the intended learning objectives were achieved and/or the success of the project).

Describe the results and/or your overall assessment of your project. How was your project successful as a result of mini-grant funding?

Other general comments: