



# Sedona-Oak Creek Education Foundation

## Mini-Grant Application

*\*If using Google Doc - click "File" then "Make a copy"*

Applicant:	Date:
Project Title:	Funds Requested:
Subject/Grade Level:	Number of Students
School:	School Phone:
Email:	Personal Phone:
Beginning Date:	Completion Date:

I understand that the awarding and amount of grants shall be at the sole discretion of the Sedona-Oak Creek Education Foundation Mini-Grants Review Panel.

**If I am awarded a grant for the project described, I agree to submit a progress update by the end of the school year.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers who win mini-grant awards will be notified and receive funding by the end of November. Projects do not necessarily have to be completed by the end of the school year.



Type a brief descriptive narrative for each item below:

**Project Description** including educational objectives and outcomes. Tell what you hope to accomplish and why it is important. Explain how your project is innovative. Here are the judging criteria:

- Originality (innovation)
- professionalism (well written)
- established need
- benefits to students
- student involvement (number of students impacted)
- appropriate to the age level
- budget details

Be sure that all areas are covered. Try to anticipate any questions the judges might have and answer them in your narrative. *The judges may not understand the latest “buzz words” so be sure to explain.*

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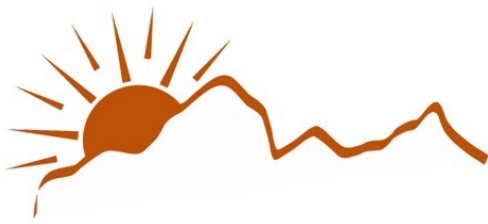
**Alignment to Sedona-Oak Creek USD Strategic Plan** Explain how this project is aligned to the SOCUSD Strategic Plan. Specify the direct connection to any of our Five Key Priorities: 1) High Student Achievement; 2) Positive, Safe and Healthy Environment; 3) Highly Performing and Supported Staff; 4) Effective Communication; or 5) Effective Use of Resources.

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**Activities Planned** including how your students will be involved.

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**Project Evaluation** including how you will determine if your objectives/outcomes have been achieved and whether your project has been successful.

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**Budget Detail:** The budget may be used for expenses such as equipment, expendable supplies and supplemental materials for classroom use. Funding will not be provided for teacher stipends, class sets of reference books or textbooks. Maximum grant amount is \$2500.

ITEM	QUANTITY	TOTAL COST	DESCRIBE USE
<b>TOTAL COST</b>			



### **Process**

Proposals turned in to Assistant Superintendents, District Office for review

SOCEF picks up grants from District Office for judging

Awards are approved at SOCEF Director's Meeting and checks are written

Applicant notified of decision

Final reports from winners received by SOCEF

### **Additional Information and Suggestions**

Your proposal has a better chance of being selected if it is innovative - something new and a bit different that, if successful, might be duplicated by other teachers.

Checks for the funded mini-grants are written to the school, and the equipment, materials, etc. are purchased through the District purchasing department, utilizing District vendors. Check ahead of time for costs of articles you wish to purchase and include that in your budget. Be specific and accurate with your numbers.

**\*If you leave your school, the items purchased through the Grant become school property.**

Duplicate copies of the same proposal submitted by more than one teacher are usually not funded.

Information from winners regarding funded projects is always shared with SOCEF Directors and Judges, and is often shared on Facebook. Pictures and narratives during the project as well as after completion are appreciated!