GUIDELINES

PURPOSE: The purpose of the mini-grant program is to support individual educators or groups of educators in their design and implementation of projects to improve student learning.

ELIGIBILITY: All private school personnel are eligible to apply, but the applications must specify how the proposed project will directly affect student learning. You may apply more than once if you wish, but ONLY ONE GRANT PER PERSON WILL BE AWARDED.

FUNDS: Applicants or teams of applicants may apply for up to $500. Funding Period: April 2023-May 2023

JUDGING: A panel of the Junior League EIE Committee and/or their designees will judge the proposals and make awards. The judges may or may not be educators; therefore, please keep in mind that they will possibly not be familiar with technical terms and educational acronyms. Awards will be made strictly on merit and will be blind. THEREFORE, DO NOT INCLUDE TEACHER NAMES, **SCHOOL NAMES/MASCOTS**, OR OTHER INFORMATION THAT IDENTIFIES THE SCHOOL. Identifying the level of your school (elementary, middle, high, special center) is allowed.

EXAMPLES: Keep in mind that the Junior League requires that projects directly impact students. To the extent that the applicant can show how student learning will be impacted, the following areas will be considered for funding:
- Classroom activities or projects
- School wide activities or projects
- Projects involving two or more schools
- Partial support project (funding from more than one source)
- Materials, supplies, software, and equipment to support the project
- Transportation for students (field trips)

LENGTH: Adhere to the application, which you may reenter or scan into your word processing program (or use the one on-line). **DO NOT INCLUDE A TITLE PAGE, LETTERS OF SUPPORT, ATTACHMENTS, OR DO NOT USE BINDERS**. Use only the four pages provided by the application. You may make individual sections longer or shorter, but do not exceed the limit.

REPORT: All recipients are required to submit an end-of -year project report. **This project must be completed and an evaluation submitted ON or BEFORE May 31, 2023, to:**
ATTN: EIE Grants Chair
736 Jenks Ave.
Panama City, FL 32401

SUBMISSION: **DUE: December 1, 2022**
Submit one four-page original and five copies of the three page application to:
ATTN: EIE Grants Chair
736 Jenks Ave.
Panama City, FL 32401

Your original will be four pages: one cover page and three application pages. Staple in the upper left hand corner. Do NOT use binders!

APPLICATION DEADLINE: December 1, 2022
The entire application package is seven (7) pages: guidelines (1 page); cover page (1 page); application pages (2 pages); budget page (1 page); hint page (1) and judges' page (1 page). If you do not have all these pages, you are missing important information. Please keep a copy of the entire packet and your proposal for your files.

JUNIOR LEAGUE OF
PANAMA CITY

Excellence in Education
Private School Mini-Grants

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COVER PAGE

PROJECT NAME: _____

SCHOOL: _____

PROJECT DIRECTOR: _____

(The project director is the applicant or the member of the group of applicants who agrees to serve as the contact person.)

Estimated # of Students Impacted: _____

I have read and approved this project.

Principal's Signature:

_____

I understand that I will be required to submit an evaluation by May 31, 2023.

Project Director's Signature:

_____

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APPLICATION

1. Project Name: _____

2. Project Summary: Write a brief overview of your project.

3. Needs: What needs of your students does this project address? How did you identify the needs? How does the project relate to your school improvement plan?

4. Objectives: What are your instructional objectives? (State in terms of what students will know/be able to do.)

5. Evaluation: How will you PROVE that the students achieved the objectives/achieved the expectations?

6. Activities/Timetable: Describe the major activities of your project and specify a timeline for accomplishing them.

PROPOSED BUDGET
up to $500

	Items	$ Amount
Salaries		
Benefits		
Travel (field trips)		
Consultants		
Training/Tuition		
Classroom Materials (including shipping)		
Classroom Materials		
Classroom Materials		
Classroom Materials		
Software		
Postage		
OPS (printing, binding, etc.)		
AV materials (tapes, movies, CDs, etc.)		
Other equipment (cameras, earphones, etc.)		
Total		

If other private funds will be used to help fund your project, please write the source of the funds (business partner name, PTO, etc.) and the amount. This is a real plus. (Please keep documentation of the donation.)

SOURCE: _____

AMOUNT: _____

**For the purposes of your proposal, you do not have to itemize. For example, if you are purchasing books for your project, simply write "books -- $300. " If your grant is selected, you will receive further instructions about the budget. Leave lines blank if you are not spending funds in these categories. Most expenditures will be classroom materials.

HINT PAGE

Take the time to get the best proofreader in your school to go over your proposal. This will help to ensure typos/errors are not present which will give you the best final product. The application MUST be typed and CANNOT be handwritten. The application consists of six (6) sections plus budget page. The numbers below correspond to the seven sections in the application.

1. Project Name: A short, memorable name makes your project stand out. Pay some attention to this.

2. Project Summary: State clearly what you are going to do. "My class and I will create a weekly newsletter, *Write Now*, to share with other students in the third grade. We will develop a full-fledged publication staff to give students experience in real-world applications of reading and writing skills."

3. Need: You should be able to document the need in a direct way. For example, "Twenty percent of my third graders scored a 1 or 2 (below average) on our school's writing assessment. The focus of WRITE NOW is to provide additional writing instruction to these students." The second part asks you to relate the project to your school improvement plan. Be sure that you do this. "In addition, WRITE NOW can be used to provide additional support to all students in the class as we work on our school's goal to improve writing at every grade level."

4. Objectives: Of course, you should use the instructional objectives that are written for your course.

5. Evaluation: You need <u>hard data</u> here: test scores, portfolios, running records, interviews, questionnaires, participation logs, performances, etc. **Note: Standardized test scores are usually not back in time to use.**

6. Timetable and activities: What will you be doing and when? Remember that the activities should meet the needs (#2) and provide a path to attaining the benchmarks (#3).

Budget Hints: In setting up your budget, please use the categories listed. Keep in mind that judges like to see the money going to students. You may not use funds for refreshments, t-shirts, and similar items. If you need to give incentives, use books or school supplies (calculators, etc.).

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JUDGING CRITERIA

Section	Criteria	Points
1 & 2: Adherence to Guidelines 15 points	Is the proposal consisting of three pages only? Are all sections of the proposal complete?	
3: Need 15 points	Is the need for this proposal clear and substantiated? Is the need related to the school improvement plan?	
4: Benchmarks/GLEs? Objectives 15 points	Is it clear that the purpose of this project is to support increased student learning? Are the outcomes measurable?	
5: Evaluation 15 points	Is there are clear plan to measure and report the effectiveness of the project?	
6: Activities/Timeline 15 points	Are the major activities of the project listed? Is there a reasonable timeline to accomplish this project before May 28, 2021?	
Totals Points:		**/75**