

## 2009-10 MINI GRANT APPLICATION GUIDELINES

1. There will be no funding of Major Grants this school year.
2. Mini Grants will be funded at an amount up to \$500. The purpose of the Mini Grant is to provide needed additional classroom supplies, materials, and equipment to teachers.  
*The total amount available for funding is dependent on the proceeds from this year's "Taste for Knowledge"*
3. Please do not make reference to your school on **Part One**, or on the **narrative portion** of the application form! These grants are read and scored blindly by a committee from varying backgrounds within our community, but we will always attempt to fairly distribute grant funds amongst our district schools after they are scored.
4. All applications must have the signed approval of your principal or they will not be considered.
5. The **narrative portion** of the grant application must be neatly typed. This may be done on ONE separate page, 8 ½ X 11", using a 12 pt. font or larger, with clear margins. PLEASE DO NOT ATTACH MULTIPLE EXTRA PAGES TO YOUR PROPOSAL, UNLESS IT IS ABSOLUTELY NECESSARY. This group reads hundreds of applications.

The narrative portion should include the following, **in this order**:

- **Project Description & Objective(s)**: What is your plan, in what activities will students and staff engage, and how will the materials requested impact students or achieve favorable outcomes? How will your program be different as a result? Please avoid unexplained acronyms and education jargon. If you wish to correlate to standards, please list the standard, not just a number. Simply listing numbers means nothing to this group of readers. We are very interested in how YOU feel that your request will enhance your classroom / team / school.
- **Evaluation**: How will the impact on students and your program be measured? Can the grant have ongoing site impact, and can it be duplicated at other sites?
- **Itemized Budget**: What item(s) are you requesting, how much does each cost, and what is the total cost (best price, if possible), broken down and including shipping & tax? Giving an overall rough estimate is not an itemized budget.

**IMPORTANT: All applicants should check with NVUSD Purchasing Dept. Quite frequently, they can negotiate a better price for high-ticket items. We will look into advantages for multiple-requested items, etc.**

## 2009-10 MAJOR AND MINI GRANT APPLICATION GUIDELINES (continued)

6. Please staple your application together in the following order:

- *Grant Application Part One*
- *Narrative with Budget*
- *Grant Application Part Two*

**IMPORTANT:**

- *Failure to clearly and concisely address any of the above requirements could disqualify your grant application.*
- *Failure to turn in last year's Grant Accounting Form on time could disqualify you / your school from this year's process.*

Additional factors that will influence the reading group include:

- Innovation and creativity
- Correct grammar and spelling
- Collaboration, when possible – please submit collaborative grant proposals as one single application, with signatures of all teachers involved, and explain how this represents collaboration.
- An emphasis toward non-consumables.

***Applicants should check with the school site administrator to see if other site funds (e.g. Discretionary Block Grant, School Library Improvement Plan funds, or Community Donations) are available first before requesting NVEF grants. Site funds can be used to match grant requests and enable NVEF to provide resources to more teachers and schools.***