

PORTLAND FOUNDATION FOR PUBLIC EDUCATION

P.O. Box 301

Portland, MI 48875-0301

- Mini-Grant Application** (\$250.00 Maximum) **General Funding Request**
(PLEASE CHECK ONE OF THE ABOVE)

APPLICANT INFORMATION

Name _____ Work Phone # _____

Home Address _____ Home/Cell Phone # _____

Building/Dept. _____ Position _____

REQUEST INFORMATION

Project Title _____ Funds Requested _____

Date of Request _____ Date Funds are Needed _____

Make Check Payable to: _____

Applicant's Signature

I have reviewed this request in detail. To the best of my knowledge, there are no funds available from the District to support this project.

Building Principal's Signature

MINI-GRANT POLICY

1. Mini-Grants are those funds, up to \$250.00, awarded by the Portland Foundation for Public Education that have a direct impact on students by enhancing their education.
2. Mini-Grants may be awarded at the discretion of the Portland Foundation for Public Education Board of Trustees. Each school will have two Mini-Grants available for each semester.
3. The deadline for the submission of the Mini-Grant application for the winter semester is the **first Friday in October** or the **first Friday in April** for the fall semester.
4. Mini-Grants will be issued in November for the winter semester and in May for the following fall semester. Each project selected will be funded at the beginning of the respective semester. Grants must be expended within one year of the date of issue.

GENERAL FUNDING REQUEST POLICY

1. General Funding Requests are those funds awarded by the Portland Foundation for Public Education that have a direct impact on students by enhancing their education.
2. General Funding Requests may be made for any amount and at any time throughout the school year.

GENERAL INFORMATION

The Foundation will review each application using the following criteria:

1. The potential benefit to students.
2. The number of students served.
3. Is the project innovative and does it enhance the current curriculum?
4. Are the plans for evaluating the project suited to the nature of the project?
5. Is the proposed budget reasonable and sufficiently detailed?

Following a review of the applications, each applicant will be notified as to the status of their project.

Following the completion of each funded project or Mini-Grant, a summary report, including a detailed expenditure sheet and photographs, shall be completed by the recipient and forwarded to the Portland Foundation for Public Education. Recipients are asked to submit a letter of appreciation to the Letters to the Editor section of the Review & Observer newspaper.

ALL APPLICATIONS SHALL BE SUBMITTED TO:

Portland Foundation for Public Education
P.O. Box 301
Portland, MI 48875-0301

PROJECT DESCRIPTION

1. Purpose: List the primary objectives of the project and describe how the project will enhance your students' learning.
2. List a schedule of events.
3. Describe your project (including materials and methods).
4. How many students will be affected by this project?

5. How will you evaluate the project outcome or determine whether your objectives have been achieved?

6. Detail your budget request. Include specific information such as the kinds of materials and equipment needed, sources of supply and costs. Also, include additional funding sources you plan to use to help fund this project, if applicable.