ERIE 1 BOCES
EDUCATIONAL FOUNDATION
Support. Scholarship. Success.

Erie 1 BOCES Education Foundation, Inc.
Donald Ogilvie Memorial Mini-Grant
Round 12

Donald Ogilvie served as Erie 1 BOCES District Superintendent from April 1997 to June 2014. He is remembered for his integrity, his educational leadership and his community involvement, which are inherent in the mission of the Erie 1 BOCES Educational Foundation.

The purpose of the mini-grant or sponsorship is to promote and supplement Erie 1 BOCES programs and services. The Erie 1 BOCES Educational Foundation, Inc. has committed to funding awards as follows: Mini grants in the amount of $250-$500 or sponsorship of a collaborative event up to $500. The total amount of the awards will be the decision of the foundation committee.

General Information

1. **Eligibility** – Any Erie 1 BOCES instructional staff member is eligible to apply for a mini-grant or sponsorship. In addition, any Erie 1 BOCES employee may initiate an idea and partner with a teacher or instructor to submit.
2. **Authorization of Application** – Each application must be approved and signed off on by the applicant's supervisor and division director.
3. **Application Deadlines** – Erie 1 BOCES Educational Foundation, Inc. will award mini-grants for the Fall and Spring semesters of the 2026 – 2027 school year. **This application is for the Spring semester and will be due October 1, 2026. Collaborative Event sponsorship may not fall within these parameters and may be submitted at any time for consideration.**
4. **Review and Selection Process** – A selection committee made up of Foundation representatives will select proposals to be awarded. Teacher's names will be redacted during the selection process. Awards will be based on the grant criteria included in the narrative.
5. **Notification of Grant Recipients –** Recipients of awards will be notified within 30 days of each deadline. Awarded proposals must then be formally approved by the Erie 1 BOCES Board of Education. Purchases will go through the normal BOCES procurement process. The list of items to be ordered should be sent to: **Career & Technical Education:** Kim Hutter (khutter@e1b.org) or Laurie Taber (ltaber@e1b.org) **Exceptional Education:** Bethann Shamrock (bshamrock@e1b.org) and Stephanie Norman (snorman@e1b.org) **Workforce Development:** Sarah Cabarga (scabarga@e1b.org)
6. **Final Grant Report** - A final grant report, created as a word doc., must be completed by the end of the school year in which the funding is awarded. The recipient may choose to present the final report to the Foundation Board at a scheduled meeting or can email the report to: cbarber52@outlook.com Recipients are responsible for emailing a copy. This final report will also be sent to the Erie 1 BOCES Board of Education.

Need Help? Anyone in need of any assistance with the grant application may contact: Carol Barber, Foundation Director at cbarber52@outlook.com or 716-954-3697.

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Step 1: Applicant Information

Grant or Event Title _____
Primary Applicant Name _____
Position (ex: Teacher)_____
Phone / Email_____
Program Name and Location (ex: RISE, Northtowns Academy) _____
Location Phone Number_____
Building Principal_____
Division (ex: Workforce Development)_____

Please complete the following if two or more applicants are applying for a Mini-Grant or Event
Co-Applicant Name _____
Position (ex: Teacher)_____
Phone / Email_____
Program Name and Location (if different from primary applicant)_____
Location Phone Number_____
Building Principal_____
Division (ex: Workforce Development)_____

Please Review and Sign Below
Review proposal with your building supervisor *and* director to ensure alignment with district goals and specific school objectives. If you are partnering with an employee from another division of Erie 1 BOCES, that employee is responsible to make his/her supervisor aware of their involvement in this award of funds and obtain approval.

By signing below, you agree that:

1. The information provided in this application is accurate and the project will be completed within the school year in which the award is received.
2. If selected, you will complete the Final Grant/Event Report and submit it to the BOCES Educational Foundation, Inc. before the end of the school year.
3. The Erie 1 BOCES Educational Foundation, Inc. has the right to use information, testimonials and photos provided in the Final Grant Report for promotional material, website, social media, and media releases.
4. All items will be purchased with funds submitted to BOCES by the Erie 1 BOCES Educational Foundation, Inc. and shall become property of Erie 1 BOCES.
5. The Erie 1 BOCES Educational Foundation, Inc. has the right to rescind funding for any proposals that violate the terms and conditions of the mini grant or event.
6. The Erie 1 BOCES Educational Foundation, Inc. is not responsible for any accidents or injuries related to funded proposals.

_____ _____
Primary Applicant Signature **Date**

_____ _____
Building Principal Signature **Date**

_____ _____
Director Signature **Date**

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Step 2: Proposal Narrative

A brief typed proposal narrative (word – not a pdf) must accompany the information above. Email the narrative and the application to cbarber52@outlook.com.

The narrative should not exceed two pages and should answer the questions below.

1. **Background / Need**: Why you are interested in pursuing this project? Is it based on research, data, or other anecdotal evidence such as a targeted programmatic need? **Optional:** Letters of support from parents, guardians, fellow staff members, administrators, or teachers. Data, news articles or academic reports supporting the need for the program.

2. **Goals / Objectives**: What do you hope to accomplish with this proposal? What is the expected outcome? Who benefits and how?

3. **Project Description**: Who will do what? Be sure to include target population (grade level and number of students), length and type of activities and project timeline.

4. **List Budget Costs and Give Description**. Reminder: Proposals may not exceed $500. and must have a detailed budget. Just saying, "I want between 300-400 for supplies" is not enough. The mini grant or sponsorship must cover the project in full. If the proposal is accepted, technology purchases will go through the acquisition process for the BOCES division.

Step 3: REQUIRED Final Report

If you are approved for funding, a final report is required and must be completed within the same school year as the award.

The Final Report should be no longer than 1 type-written page. Photos of outcomes are greatly appreciated. Email the final report to cbarber52@outlook.com no later than the end of the school year in which you implement the grant.

At the top: Name, Grade Level or Subject, School/Program, Proposal Title, and dollar amount received.

1. Briefly restate your proposal. Were any modifications necessary? If so, please describe.

2. Briefly restate the measurable outcomes as outlined in the original request. What were you hoping to accomplish? What progress have you made toward achieving these outcomes during this period? Did you have any interesting or unexpected outcomes?

3. If applicable, explain any plans for ongoing funding, expansion, modification, or replication of the program.

Optional: If you are interested in speaking / presenting your reported outcomes to the Erie 1 BOCES Educational Foundation in-person, please contact Carol Barber at cbarber52@outlook.com.