

## **Mini-Grants for Educators at the Polk County Community Foundation 2012 Guidelines**

The purpose of these funds is to provide resources or activities beyond normal classroom instruction that motivate and inspire students to learn. Grants are available for Polk County elementary and middle school educators who wish to directly benefit one or more students by creating a unique learning experience.

Who is eligible? Educators in Polk County public schools. There are specific funds available for elementary, middle and Saluda School educators. There is one application for all of these funds. The Foundation shall award your grant from the appropriate fund.

What types of grants may be awarded? The purpose of this fund is to provide resources or activities beyond normal classroom instruction that motivate and inspire students to learn. Field trips, speakers, props, costumes, supplemental materials, individualized computer programs and all imaginative uses of these grant funds are encouraged.

Grant funds available in 2012. Each educator is eligible for a total of \$300 each grant cycle. Grant availability depends on donations from the community.

Application Format: Applications must be submitted according to the instructions provided. Some sections require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete. If you have any difficulty completing the application, please contact the Director of Grants for assistance well in advance of the deadline.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants at the Polk County Community Foundation. The Foundation has examples of funded proposals available if this will help you complete your application.

You may visit us at 255 South Trade Street, Tryon, NC or at [www.polkccf.org](http://www.polkccf.org); call 828-859-5314; or email: [grants@polkccf.org](mailto:grants@polkccf.org).

Dates and Dollars: For application deadlines, interview dates and available dollars, please see the Dates and Dollars sheet available online and in our offices.

Mini-Grants for Educators are made possible by local donors who chose to contribute to one or more of these funds. Members of the community may create new funds for educators.

*The Elementary Seeds for Education Fund* was inspired by Rick Howell, a Polk County educator, who had a dream of motivating teachers and students to go above and beyond in their pursuit of academic excellence and who focused on helping the individual student succeed. This fund awards grants to all Polk County elementary schools.

*The Middle School Educators Fund* was established by Cathie Campbell whose thirty years as a middle school teacher and ten years as the Grants Manager at the Polk County Community Foundation enabled her to design this initiative to increase community involvement in local classrooms.

*The Saluda School Fund* was established by an anonymous donor who recognizes the importance of the Saluda School to the Saluda community now and throughout its history and wishes to honor the educators at Saluda School who make a positive impact in the life of the community.

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### Guidelines for the Award

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Your Application: Each educator must submit his or her own complete application. (No group applications or projects requiring multiple \$300 grants.)

Ownership: The Polk County School System, not the teacher, owns anything purchased with grant funds.

Payment Process: All grant payments and receipts will be handled by Polk County Schools.

Reimbursement: Unlike other funds at the foundation, educators may request a grant for reimbursement of personal funds spent to advance the purpose of this grant fund; however, there is no guarantee that the grant will be approved. Save your receipts!

Publicity Expectation: In order to build awareness in the community about the opportunity to contribute to these funds, please submit a picture and a short summary of your project to a local news source - a paper, the school website, Saluda Lifestyles, etc. and copy the Foundation on your submission. Previous grant recipients: Attach a copy of the publicity you submitted for your past grant(s) with this application.

By submitting this application, you give permission for all information about your grant to be used in publicity.

Publicity from any previous grants shall be considered when making future grant decisions.

Hints: Insufficient explanation of how the item will benefit students is the most common reason applications are not funded. Proposals that are exciting and clearly illustrate unique learning experiences for students have the best chance of being funded.

***This is an example of a grant budget which meets the format and information requirements.***

**EXAMPLE OF REQUIRED FORMAT. A BLANK CHART IS IN THE APPLICATION.**

Grant Reference	Description	Source of cost	Quantity	Cost per item	Total Cost	Amount Approved by PCCF staff
A	Set of 5 math puzzle books	Estimate. See <a href="http://www.puzzles.com">www.puzzles.com</a> and <a href="http://www.math.com">www.math.com</a> .	1	\$110	\$110	
B	<u>Classical Music and Math</u>	Purchased at conference. Receipts available	2	\$12	\$24	
C	Web subscription for one student	Cost listed on website, <a href="http://www.subscription.com">www.subscription.com</a>	1	\$125	\$125	
D	Props	Estimate from fabric stores.	N/A	N/A	\$40	

**Grant Request: \$ 299      Total grant awarded \$leave blank**

***This is an example of a detailed project description which meets the format and information requirements. Please use a separate sheet if needed.***

- A. For use in the classroom to expand math thinking and to teach students to apply mathematical thinking and applications in a use in variety of situations well beyond textbook. I can use these books for years.
- B. For a free after school program for small group of our students who expressed interest. Saw demonstration at conference – OUTSTANDING! I am going to use my knowledge of classical music and math to design an experience and will work without A.V. setup. My principal has authorized this free afterschool experience at our school for interested students.
- C. For use by one student who is above and beyond rest of class to allow the student to expand his knowledge of math by working on his own after he finishes the assigned work.
- D. Props to keep in a prop box to reenact moments of great discoveries in math. The props will complement the books I already have in the classroom about mathematicians and the circumstances surrounding their “aha!” moments of discovery. Reenactments help students get excited about and remember concepts.

*Ways to improve the above narrative:*

- B. Define “A.V.” (Avoid abbreviations and jargon.)  
Explain why two books are needed instead of one.  
Don’t assume background knowledge.

**Mini-Grants for Educators**  
at the  
**Polk County Community Foundation**  
**2012 Application**

I. COVER PAGE: (must be submitted using this form)

Your name: \_\_\_\_\_

Your contact information. Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Your current position with school: \_\_\_\_\_

If you are a classroom teacher:

Grade(s) taught: \_\_\_\_\_

Subject(s) taught: \_\_\_\_\_

If you are an educator who is not a classroom teacher:

Describe your usual interactions with students if you are not a classroom teacher:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years in current position: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Name of school: \_\_\_\_\_

Project summary: \_\_\_\_\_

Grant request: \$\_\_\_\_\_

II. GRANT PROJECT BUDGET: (See attached example.)

Using the required form included, submit a detailed Grant Budget itemizing all proposed expenditures for your proposal. The Grant Budget must match the grant request amount on your cover sheet and be completed using the required form.

III. DETAILED PROJECT DESCRIPTION: (See attached example.)

Attach the following:

1. The details of your educational project corresponding to items listed in your project budget.
2. An explanation of why you wish to do this project and how it will motivate and inspire students.

IV. OPTIONAL SUPPLEMENTS:

If you would like, you may add one or two pages of information to supplement your application.

V. SIGNATURE:

I certify that all the information contained in this proposal is true and complete to the best of my knowledge. I agree to the terms of this grant as detailed in the application and my proposal. I understand that the Polk County School System owns anything purchased with grant funds.

\_\_\_\_\_  
Educator's signature

\_\_\_\_\_  
Date

Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package. If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

**This is the required form for your grant budget. Please see the attached example.**

Your name: \_\_\_\_\_

Your position at school: \_\_\_\_\_

Name of your school: \_\_\_\_\_

Principal's signature indicating approval of this proposal if funded and awareness that everything purchased shall be school property:

\_\_\_\_\_

Grant Reference	Description	Source of cost	Quantity	Cost per item	Total Cost	Amount Approved by PCCF staff (For PCCF use)
A						
B						
C						
D						

**Total Grant Request:**  
\$ \_\_\_\_\_

**Total grant awarded by PCCF:** \$ \_\_\_\_\_