



## Teacher Mini-Grant

### Background

Cedarwood Children's Foundation's mission is to enhance the lives of St. Tammany Parish of Louisiana's children and to strengthen the community as a whole, now and into the future.

Through a simple grant process, Preschool through 7th grade teachers can apply for grant funding to provide enriching academic experiences in their classrooms. Teachers can apply for a maximum of \$250 per calendar school year, per request.

Our objective is to encourage and support teachers who have great ideas for creative use of curriculum that will provide enhanced learning experiences for students. Mini-Grants enable the purchase of special materials and resources for the classroom and are intended to support projects that are not provided for within school budgets or through other means.

All grant recipients are expected to report on the expenditure of grant funds and results of the supported projects no later than April 30, 2018. Failure to report full accounting of expenditures and follow up questionnaire by April 30, 2018 may result in full repayment to the Cedarwood Children's Foundation for the approved amount of the grant by the recipient.

### Funding Priorities

We recognize that students come from different backgrounds, have different learning styles, and can benefit from creative learning opportunities. We recognize that some students learn best with a 'learn by doing' model. We encourage you to consider: *Innovation, Impact, Planning, and Existing Resources.*

*Innovation:* Creativity of project; innovative approach; academic objective within curriculum context.

*Impact:* Potential to improve student achievement; potential for continuation and/or replication; potential to enhance instructional skills.

*Planning:* Clear plan for project implementation; teacher capability; cost effectiveness; realistic budget.

*Existing Resources:* Grant funding will not supplant existing funding. Projects cannot be currently funded with existing school budget.

## **Who Can Apply?**

Teachers who teach in grades Preschool-K-7 are encouraged to apply. No more than one grant will be awarded per teacher, per school year. The Foundation will seek to provide grant funding across the programs between preschool, elementary, and middle school. If you aren't funded the first year, we encourage you to request funding the following year.

## **Application Time Line**

Applications will be open and reviewed by committee members selected by the Cedarwood Children's Foundation Board members during the period of September 1, 2017 – October 15, 2017 for the 2017-2018 school year. Grants will be awarded to those selected by the Committee for the current school year by November 15, 2017.

## **Number of Awards**

The Cedarwood Children's Foundation will award a maximum of 20 mini-grants during the 2017-2018 school year.

## **What will not be Funded**

Requests can be made for any resources which will help students learn, but the project must adhere to the following guidelines:

1. All requested resources must be used by students or directly provide a student experience.
2. The proposal cannot foster discrimination or promote a religious or political viewpoint.
3. Costs of labor, capital improvements to the school, classrooms, or grounds, or royalty/rental fees may not be requested through the Cedarwood Children's Foundation Teacher Mini-Grant program.
4. Field trips



## Teacher Mini-Grant Application

**Project Title:** \_\_\_\_\_ **Amount Requesting: \$** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_ **Grade Level/Subject:** \_\_\_\_\_

**Teacher Email:** \_\_\_\_\_ **Teacher Phone:** \_\_\_\_\_

**Total number of students who would benefit from this project:** \_\_\_\_\_

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**Project Summary:** (Provide a description of the activities the project will entail. What are the goals, what will you do and how?)

**Curriculum Objectives/Standards:** (Provide a description of the educational value of the project.)

**Rationale:** (Provide background information that led you to develop this project/request.)

**Evaluation:** (Explain how you will determine if this project / resources have been successful or not?)

**Continuity:** (Describe how this project can be sustained after grant funding ends, how it fits into the continuum of curricular learning, or why it is a worthwhile standalone activity or event.)



**Project Budget:** (Provide a detailed listing of all expenses you expect to incur with this project. Maximum \$250.)

Item	Supplier	Unit Cost	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
		<b>TAX (estimate 9.75%)</b>	\$
		<b>TOTAL (maximum \$250)</b>	\$

If more space is needed, please attach an additional sheet. You also may attach a catalog or web page to clarify desired purchases. Provide any helpful explanations of budget expenditures as necessary.

**Agreements: Upon receiving and acceptance of Cedarwood Children's Foundation grant award, I agree to do the following:**

- Provide a photo(s) and/or allow a Cedarwood Children's Foundation member take photos of students with supplies or participating in this project. Foundation will adhere to School requirements for student photos/publicity with regards to parent photo release signature.
- Write short thank you note to Cedarwood Children's Foundation
- Ask students to write a thank you note to Cedarwood Children's Foundation (Individual or class card.)
- Complete brief follow-up questionnaire *(see attached)*

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***For Cedarwood Children's Foundation Use Only***

**Date Grant Received:** \_\_\_\_\_ **Date Grant Approved:** \_\_\_\_\_

**Grant Amount Approved:** \$ \_\_\_\_\_

\_\_\_\_\_ (date) Grant Request Pending - need additional information

\_\_\_\_\_ (date) Grant Request Denied (explanation needed)



## Teacher Mini-Grant Follow-up Questionnaire

**1. Results:** What were the results and how satisfied were you with the results of the grant funded project?

**2. Adjustments:** Did you make adjustments to the original plan? If so, what?

**3. Going Forward:** Do you see the project continuing? How?

**4. Suggestions:** What suggestions would you make to improve this project for the future, or for other teachers interested in replicating this project?