Grant # \_\_\_\_\_\_\_\_\_ Year \_\_\_\_-\_\_\_\_

Reviewed by Mini-Grant Member \_\_\_\_\_\_\_\_\_

MINI-GRANT PROPOSAL COVER SHEET

The completed Grant must give credit to Monroe One and must include the following information:

“Funding for this Grant provided by Monroe One Mini-Grant Committee.” Monroe One retains all copyright privileges.

TITLE OF MINI-GRANT:

Contact Person / Location / Telephone:

E-mail Address:

 1. Review Mini-Grant guidelines on the proposal document.

 2. The Mini-Grant Proposal will:

* + - Not exceed two (2) typed written pages
		- State the educational need, which justifies the Mini-Grant Proposal.
		- State the Mini-Grant objectives (what you will do).
		- State what the finished Mini-Grant will contain.
		- Give a complete description of how the Mini-Grant will be done (including materials, activities, numbers of students & staff, etc.).

3. Complete the financial form on the Proposal Cover Sheet.

*\* All forms are available on the Monroe One’s website under Staff Zone, Bargaining Units, BUP.*

4. Submit the reviewed Mini-Grant Proposal, Cover Sheet (including supervisor information sheet) to a committee officer:

Linda Lucey (Foreman Center) or Ryanna Dimick (Harris Bldg.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Participants Name | Staff Position | # of Hours  | Rate | Amount  |
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|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Total Monies Requested |  |  |  |  |

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Grant # \_\_\_\_\_\_\_\_\_ Year \_\_\_\_-\_\_\_\_

TITLE OF MINI-GRANT:

I. Educational Need:

II. Mini-Grant Objectives in Behavioral Terms:

III. Completed Mini-Grant Objectives

 Example: The completed grant will contain 20 lessons plans utilizing GANAG format, create visuals to support special subject curriculum, compile digital resources.

IV. Description• How the Mini-Grant will be completed (Including materials and activities) • How the completed Mini-Grant will be utilized (Including numbers of students and/or staff who could benefit from the use the Mini-Grant)

V. Method of Evaluation• State how you will evaluate your Mini-Grant (i.e.: checklist, surveys, pre and post evaluation, etc.)

•An example of this evaluation must be included.