



Special Mini-Grants Information 2018-19

Grant deadline by postmark or in person: **4 pm *Fri., Nov. 9, 2018.***

The ABC Education Foundation is concerned that almost all of the funding for education comes earmarked for a particular purpose, and understands that individual sites may have needs that do not fall conveniently into the 8 State Priorities or one of the categories of the ABC Strategic/Local Control Accountability Plans. Therefore, we offer a Special Mini-Grant to open options and will be providing up to \$1,000 per Special Mini-Grant recipient/recipient team.

Funds can be used for any purpose, to include academics, aesthetics, and administration. *Acceptance of this grant in no way confers employee status, rights or benefits on the grantee by the ABC Education Foundation.* Only one mini-grant application per school may be submitted. Duplicate applications from previous years will be disqualified. All topics should be original regardless of previous applications or winners. Applications submitted for Education Mini-grants should not be double submitted in the Special Mini-grant category, and vice versa. The Foundation reserves the right to offer partial funding.

The ABC Education Foundation Grants Committee will judge the applications on the following criteria:

- Clarity of purpose
- Enhancement of the general good
- Overall perceived benefit to the school, students, faculty and community
- Integration into other school initiatives
- Detailed budget and ability to leverage other resources
- Estimated timetable

Final Applications:

1. **Requirement: Fill out the demographics survey at**
https://docs.google.com/forms/d/1YqwJ7VXCLtOn2rFrMadB0_Avcbt5xXWVGJ_IXXvUZNhM/edit
2. Applications should be 12-point standard font, double-spaced, and may not exceed two typed one-sided pages. Research, visual, and/or monetary documentation can be included on following pages. **Please do not use your school, teacher, or principal names in the text of the application.**

If you have any questions, please feel free to call Grant Committee Chair Rachel Santos at (562) 926-5566, ext. 21150, or email rachel.santos@abcusd.us.

Please return the following cover sheet attached to the written application, either postmarked or in person to:

Laura Lowe, Executive Administrative Assistant

ABC Education Foundation

16700 Norwalk Blvd.

Cerritos, CA 90703



ABC Unified School District
Education Foundation
Special Mini-Grant Application 2018-19

Please attach this signature cover sheet above to your written application and return by 4 pm, Friday, November 9, 2018, either postmarked or in person, to:

Laura Lowe, Executive Administrative Assistant

ABC Education Foundation, 16700 Norwalk Blvd.

Cerritos, CA 90703

School: _____ Date: _____

Contact Name: _____

Principal's Name: _____

Principal's Signature: _____

Dollar Amount Requested: _____

Special Mini-grant application process:

1. All mini-grants will be awarded for the academic school year.
2. Each mini-grant is available at a maximum of \$1000 each.
3. Apply as individual teachers, teams, grade levels/departments, or schools. All persons listed below should be collaborators in the process. The Foundation reserves the right to offer partial funding.
4. **Complete the required demographics form online**
https://docs.google.com/forms/d/1YqwJ7VXCLtOn2rFrMadB0_Avcbt5xXWGJ_IXXvUZNhM/edit
5. Complete the signature cover page below and submit with written grant application (see following page) by **Friday, November 9, 2018**. Your school principal must sign this form verifying the compliance with the school plan and connection to the curriculum. *Grant applications cannot supersede a school magnet program's funding from its magnet foundation.*
6. Mini-grant recipients will be notified the week of December 17, 2018.
7. Mini-grant recipients will be asked to complete a survey in May on the success of their project, including details on how the expectations were or were not met. An accounting of the expenditures will also be required along with the survey.
8. *Duplicate applications from previous years will be disqualified. All topics should be original regardless of previous applications or winners. Applications submitted for Education Mini-grants should not be double submitted in the Special Mini-grant category, and vice versa.*

If you have any questions, please feel free to call Grant Chair Rachel Santos at (562) 926-5566, ext. 21230, or email rachel.santos@abcusd.us.



Drafts Pages

Special Mini-Grant Application 2018-19

Please address each of these questions in the following order. Grants will be graded for clarity and details that address each point below (numbers 2-7). **Boxes are for your notes in planning your application. Final drafts should follow the format below.**

1. Requirement: Fill out the demographics survey at

https://docs.google.com/forms/d/1YqwJ7VXCLtOn2rFrMadB0_Avcbt5xXWGJ_IXXvUZNhM/edit

- Final applications should be **12-point standard font, double-spaced, and may not exceed two typed one-sided pages.**
- Research, visual, and/or monetary documentation can be included on following pages.
- Please do not use your school, teacher, or principal names in the text of the application.** Refer to the grant process on 1st page.

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- TITLE** of your project.

- PROJECT PURPOSE:** What will the proposed project accomplish, and who will it benefit?

3. **OVERALL BENEFIT:** Describe overall perceived benefit or enhancement of general good to the school, students, faculty and community.

4. **INTEGRATION** into other school initiatives. (How does this proposed project fit into your school's needs, plan, and/or objectives?)

5. **BUDGET DETAILS, OTHER RESOURCES, TIMETABLE:**

How much money are you requesting? Please provide detailed budget including taxes, shipping, handling, labor, etc. **and** reference your ability to leverage other resources or assets, if any, which will augment the grant funds. Note: A detailed budget is required. (Partial funding may be awarded). Provide an estimated timetable.

6. **SUMMARY:** Please clearly summarize the intent of your project in 2 sentences. This statement may be used for publicity purposes.