



## 2017-2018 MINI GRANT APPLICATION GUIDELINES

### Submission Deadline September 1, 2017 at 11:59pm

Please review this application and instructions carefully. Incomplete applications, or those not following the included instructions, will not be considered.

Mini Grant applicants may apply for, and are eligible to receive, up to \$300 in funding. The following application will guide you through a detailed budget. Please ensure that each budget line item has a corresponding cost and that the total cost of the project is calculated, including shipping if necessary. Only those applications providing a correctly calculated budget will be considered.

Applicants may apply for a Mini Grant, Impact Grant, and an Innovative Grant, though it is not guaranteed that all will be awarded.

Requirements for Mini Grant Applications:

1. Applicants must be employed by Ogden School District (OSD) and be directly involved in educating our district's students or be involved in a support services capacity. This includes principals, teachers, instructional coaches, counselors, and district specialists.
2. Your application must be submitted by emailing your application, in its PDF format to [ogdenschoolfoundation@ogdensd.org](mailto:ogdenschoolfoundation@ogdensd.org) no later than 11:59pm September 1, 2017. **Hard copies of applications will not be accepted.**
3. Applications are already in a PDF format with form fillable fields to allow applicants to complete the application electronically. For best results use Adobe Reader.
  - a. Open and download the PDF application and save a copy locally on your computer. Fill out the application form that is saved on your computer, not the PDF attachment.
  - b. Save the PDF using the following name format: **School.Teacher'sName.GrantType** (i.e. Polk.JanSmith.MiniGrant).
  - c. When you save be sure to save the grant application in a handy location, like your desktop or a specific, easy-to-find file.
  - d. As you add text in the form fields to answer the questions on the application, be certain to "Save" periodically so you do not lose your work.
  - e. Since the document is saved on your computer and you are remembering to save periodically, you can work on it over a period of time.
  - f. When your application is complete, attach your PDF document (named in the correct name format as specified in step b) to an email and send it to [ogdenschoolfoundation@ogdensd.org](mailto:ogdenschoolfoundation@ogdensd.org) with the email subject line matching the name of your attached PDF (i.e. Polk.JanSmith.MiniGrant)
4. Any awarded funds must be used by April 1, 2018. Any unused funds must be returned to OSF.
5. Group applications will be accepted.
  - a. If an application is a group collaboration, please mark the "Group Application" check box at the top of the application form.
  - b. Each involved applicant must type his/her initials and date the application.
  - c. An applicant may only submit one mini grant application regardless of whether it's a group or individual application.

*Please retain a copy of your Mini Grant Application for reference.*

- d. Group applications may be submitted for up to the total amount of funding available multiplied by the number of applicants (i.e. four applicants may apply for up to \$1,200 in total funding).
  - e. If the applicants span multiple grade levels, the specific core curriculum objectives for each grade represented on the application must be defined.
6. Any materials purchased using OSF funds must remain at the school and become part of the school's inventory. If you transfer to a school within the District, with the approval of your Principal, the materials purchased with OSF funds can move with you to your new school.
7. Vendor requirements.
- a. Two vendors are necessary for each purchase. If a product is only available through a sole source, please indicate that on the application.
  - b. Must adhere to Ogden School District purchasing policy.
  - c. Any technology items must be approved by the District's IT Department.
  - d. If you are submitting a grant application for Chromebooks, they must be purchased through the District's preferred vendor. For budgeting purposes the following are the District-supported Chromebook models and prices from the preferred vendor. *Note that the specs and pricing below are based on May 2017 information. Please confirm updated information with District IT before submitting your grant.*

Item	Price
HP Chromebook 14 G4 + Google Chrome Academic License	\$261.42 each
HP Chromebook 11 G5 + Google Chrome Academic License	\$214.87 each
Chromebook charging storage cart for 36 tablets	\$1,491.04 each

8. Grants are to be used to fund projects that cannot be provided for with school and district budgets; however, grant monies cannot be used to fund teacher training or travel, t-shirts, food, parties, prizes or athletics.
9. OSF liaisons may contact you should there be any questions regarding your grant application. Please supply your email address, classroom phone number and cell phone number. If questions exist, the application will have a much better chance of being funded if they can be answered.
10. Applications that fail to provide all of the required information will not be considered.

Applicants should direct any questions to Leslie Parslow at the Ogden School Foundation, [parslowl@ogdensd.org](mailto:parslowl@ogdensd.org) or ext. 7306.

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**Mini Grant Application**

Submission Deadline: September 1, 2017 at 11:59pm

**Project Title** \_\_\_\_\_

**School** \_\_\_\_\_ **Applicant /Team Lead Classroom Phone #** \_\_\_\_\_

**Is this a group application?**                      Yes                      No

(If this is a group application, please designate a Grant Project Team Lead and list that individual first in the table below.)

Applicant's Name	Grade Level/Subject	Cell Phone Number	Email Address

\*If more applicants are participating in this group grant application, please provide a separate page with the above information listed for each additional applicant.

**How many students will be directly impacted through this grant?** \_\_\_\_\_

**Total Grant Money Being Requested** \$  **Would partial funding be helpful?**    Yes    No

**Principal Approval is Required** Check below to indicate that you have discussed your project with your Principal and have received approval.

**I/We have received approval for our grant project from my/our Principal.**

**Please type your initials and date below indicating that you understand the grant guidelines.** (For group applications, each applicant needs to initial and date.)

*I certify that I am knowingly participating in this grant application and have read the grant guidelines carefully. I also understand that if I am/we are awarded this grant request, any funds not used by April 1, 2018 will be returned to OSF.*

Initials	Date Signed
_____	_____
_____	_____
_____	_____
_____	_____

**Description of Proposed Project:** Explain what you intend to do with the grant funds. How will the grant funds help you to improve instruction and enhance learning in your classroom?



**Items to be Purchased with Grant Funds**

Please list the **specific items** you are proposing to purchase with grant funding.

- If you wish to purchase books with grant funds list the title(s) of the books, unless there is an assortment of titles within a pack. In that case you do not need to list every title within the pack, just list the pack name i.e. *Scholastic Knowledge Quest! Read-Aloud Collection: Life Cycles*.
- I would like to purchase books with grant funds. I would prefer to include screen captures of my shopping carts from the two vendors as attachments when I submit my application instead of completing the table below. *(Please list the total amount you are requesting in the TOTAL GRANT BUDGET line at the bottom of the page.)*

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
Shipping Cost (if applicable)							
<b>TOTAL GRANT BUDGET</b>							

\*If more space is needed to list items to be purchased with grant funds, please continue on the next page.

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**Items to be Purchased with Grant Funds *continued***

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
SUBTOTAL (from prior page)							
Shipping Cost (if applicable)							
<b>TOTAL GRANT BUDGET</b>							