



SUWANNEE
EDUCATION FOUNDATION
1314 Pine Ave SW • Live Oak, FL 32064

MINI-GRANTS FOR SCHOOLS GUIDELINES & INSTRUCTIONS

Please sign and submit this coversheet with your completed mini-grant packet.

- Applications must be signed, approved, and submitted by a principal and vice principal.
- At least one applicant/signer must be a member of any level of SEF Payroll Deduction.
- Each school may apply for up to \$1,000.00.
- Mini-grant items must impact student achievement.
- Mini-grant funds cannot be used for consumable items (i.e. pens, pencils, paper, food, etc.)
- Mini-grant items must be purchased and used during the 2016-17 school year.
- If your total cost exceeds \$1,000.00, you may pair it with other sources of funding.
- Mini-grant applications will be reviewed and approved by the SEF Board at monthly meetings.
- You may complete the application by hand or in Microsoft Office.
- **You MUST report on student outcomes by May 22, 2017.** You may measure the success of your project in various ways including test scores or surveys. Student Outcome Reports can be submitted to Katherine Haney any time throughout the year. A blank Student Outcome Report is included in this packet. * Reports are required by DOE for SEF to maintain mini-grant funding.

INSTRUCTIONS:

- 1. Submit Mini-Grant Application** to Katherine Haney by e-mail or inter-office mail (SHS).
- 2.** You will be notified by e-mail when your mini-grant is approved by the SEF Board.
- 3.** An account will be set up with your bookkeeper for the amount you applied for.
- 4. Submit a purchase order request** for your items to your bookkeeper.
- 5. Order your items,** after your purchase order is processed.
- 6. Submit Student Outcomes Report** by May 22, 2017.

I agree to the School Mini-Grant Guidelines and Instructions:

Principal Date

Vice Principal Date