



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



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Mini-Grants for Schools Application 2016-17

Name: _____

School: _____ Grade Levels: _____

Project Title: _____

Area/Department Items will be used in: _____

Total amount you are applying for: _____

*\$1,000.00 is the maximum amount each school may apply for. If the cost of your item exceeds your allocation, you may pair it with other sources of funding. **The total cost should include shipping and be tax-exempt.**

1. Number of students impacted this year: _____

2. Number of years items will last: _____

3. Total number of students affected (1x2): _____

4. Is there in-kind value associated with this project? (i.e. volunteerism, donations, facility use, etc.)

5. What will you purchase with this mini-grant? (Attach a list of items and prices in a purchase order form or your online shopping cart)

6. How does this project relate to our District mission by “ensuring all students are prepared for personal success?” (How will this mini-grant help students learn and succeed? If applicable, please speak to project effects on below-grade level students, and/or improving literacy.)

7. How will you measure and evaluate the effects of this mini-grant on students?

(i.e. pre- and post- surveys, student test scores, etc.) *Some form of measurement is required

Principal Date

Vice Principal Date

Submit complete School Mini-Grant Application and signed Mini-Grant Guidelines to Katherine Haney by e-mail or inter-office mail (SHS).



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**2016-17 Mini-Grant for Schools
Outcome Report**

Please make answers concise, specific, and complete. If you have photos of your project please submit them. Email this report to Katherine Haney by the **Deadline: May 22, 2017**

Name: _____

School: _____

Project Title: _____

1. Have substantial changes been made to the original plan/goal of the grant application?

2. Actual Dollar Amount used:

3. Actual Number of Low Performing Students Involved:

4. Actual Total Number of Students Involved:

5. Actual Grade Level(s) Addressed:

6. Project Summary:

(1) Summarize your grant project

(2) Describe its impact on the academic achievement of low performing students, literacy, teacher retention, teaching quality, or career and technical education

(3) What were the specific goals of this project?



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**2016-17 Mini-Grant for Schools
Outcome Report**

7. Evaluation:

(1) How was this project evaluated?

(2) What were your measurable outcome(s)?

(3) What were your results? (Please be specific)