



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

MINI-GRANT GUIDELINES & INSTRUCTIONS

Please sign and submit this coversheet with your completed mini-grant packet. Alternatively, you may email Katherine Haney to state that you accept these mini-grant terms.

- You must be a member of payroll deduction to be eligible for a grant between \$250 and \$500.
- If you are not a member of payroll deduction, you are eligible for a \$100.00 grant.
- Fill out the payroll deduction form to apply for or increase your payroll deduction.
- Mini-Grant funds cannot be used for consumable items (i.e. pens, pencils, paper, etc.)
- If you apply for more grant money than you are eligible for, you must pay the excess.
- Mini-grants **MUST** have approval from your principal. If your principal cannot sign the application, he/she may send an e-mail of approval to Katherine Haney.
- 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 can do this by conducting pre- and post-tests or surveys before and after the use of your mini-grant items. Student Outcome Reports can be submitted to Katherine Haney any time throughout the year. A blank Outcome Report is included on pg. 5 of this packet.

**Outcome Reports are required by DOE for us to maintain mini-grant funding.

INSTRUCTIONS:

- 1. Join Payroll Deduction**, send new Payroll Deduction Forms to Katherine Haney.
- 2. Submit mini-grant application** to Katherine Haney by e-mail or inter-office mail (SHS).
- 3.** You will be notified by e-mail when your mini-grant is approved by the SEF Board.
- 4.** An account will be set up with your bookkeeper for the amount you applied for.
- 5. Submit a Purchase Order** for your items to your bookkeeper (PO on pg. 4 of packet).
**It helps to go ahead and fill out the purchase order in your packet when you apply.
- 6. Order your items**, after your purchase order is processed.
- 7. Report on student outcomes** by May 22, 2017. (Final Report on pg. 5 of packet)

I agree to the Mini-Grant Guidelines and Instructions: _____
(signature) (date)