



**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)



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## PAYROLL DEDUCTION FORM

By donating a few dollars per pay-check to Suwannee Education Foundation (SEF) you can help fund innovative classroom projects in Suwannee County School District (SCSD) and become eligible to receive a classroom grant up to \$500.00! SEF allocates over \$22,000 per year to fund grants for teachers. Your financial contribution helps provide all Suwannee County students a truly enriching educational experience.

Every instructional employee may apply for a \$100.00 mini-grant. If you partner with SEF you can be eligible for more. SEF offers four levels of membership to SCSD employees:

Level	Amount per pay period:	Amount you can apply for!
Level 1	\$1.00 per pay period	\$250.00 Grant
Level 2	\$2.00 per pay period	\$300.00 Grant
Level 3	\$3.00 per pay period	\$400.00 Grant
Level 4	\$4.00 per pay period	\$500.00 Grant

**Please complete this form and return it to:**

Katherine Haney, Executive Director, SEF  
Katherine.haney@suwannee.k12.fl.us  
Suwannee High School, 1314 Pine Ave SW, Live Oak, FL

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**PAYROLL DEDUCTION FORM**

Suwannee Education Foundation

\*\*\*If you already participate in payroll deduction, there is no need to complete this form unless you would like to increase your payroll deduction amount.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Please check one item:

**Payroll Deduction Levels:**

\_\_\_\_\_ Level 1 - \$1 per pay

\_\_\_\_\_ Level 2 - \$2 per pay

\_\_\_\_\_ Level 3 - \$3 per pay

\_\_\_\_\_ Level 4 - \$4 per pay

If you prefer to make your gift in one lump sum,

Please indicate the amount here: \$ \_\_\_\_\_

(Make checks payable to "Suwannee Foundation for Excellence in Education")

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)



**MINI-GRANT APPLICATION 2016-17**

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_ AREA OF INSTRUCTION: \_\_\_\_\_

Please circle your Payroll Deduction level:

Level	Amount per pay period	Amount you can apply for
	\$0.00 (not a member)	\$100.00 Mini-Grant
Level 1	\$1.00 per pay period	\$250.00 Mini-Grant
Level 2	\$2.00 per pay period	\$300.00 Mini-Grant
Level 3	\$3.00 per pay period	\$400.00 Mini-Grant
Level 4	\$4.00 per pay period	\$500.00 Mini-Grant

1. Number of students affected this year: \_\_\_\_\_ Total amount you are applying for: \_\_\_\_\_  
 2. Number of years items will last: \_\_\_\_\_ \*Total should include shipping costs  
 3. Total number of students affected (1x2): \_\_\_\_\_ \*All items are tax exempt  
 4. In-kind value (volunteer time, donations, etc.) \_\_\_\_\_

5. What will you purchase with this mini-grant? (List items and prices, or attach your shopping cart) \*Your total item cost plus shipping should equal the total amount you are applying for.

6. How does this project relate to our District mission by “ensuring all students are prepared for personal success?” (A.k.a. how will this mini-grant help your students learn? 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.

\_\_\_\_\_  
 Teacher Date

\_\_\_\_\_  
 Principal Date

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





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**2016-17 Mini-Grant Evaluation Report**

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

Name:

School(s):

Grade:

Grant Title:

Subject Area:

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

Yes \_\_\_ No \_\_\_

**2. Actual Dollar Amount used:**

**3. Actual Number of Low Performing Students Involved:**

**4. Actual Total Number of Students Involved:**

**5. Actual Grade(s) Addressed:**

**6. Project Abstract:**

What were the most significant measurable outcome(s) of your project?



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**2016-17 Mini-Grant Evaluation Report**

**7. Project Summary:**

Summarize your grant project and describe how it affected the academic achievement of low performing students, literacy, teacher retention, or technical career education.

**8. Project Goals:**

What were your goals for this project?

**9. Evaluation:**

- (1)How was this project evaluated?
  - (2)What were your measurable outcome(s)?
  - (3)What were your results?
- (Please be specific)