



**WCPS  
Education Foundation**

**Spring 2011  
Mini -Grant  
Application and  
Instructions**

## **Mini-Grants Available**

- The mini-grant program of the Washington County Public Schools Education Foundation is designed to encourage exceptional ideas that improve the educational process.
- Deadline for application is 12:00 Noon, Friday, February 11, 2011.
- Any WCPS employee is eligible to submit an application.
- Projects should directly impact students and should be consistent with the school system's goals and procedures.
- Project budgets are limited to a \$200 minimum and a maximum of \$1,000.
- Project applications should be submitted to the Office of System Development at WCPS Central Office.



## Introduction

*The purpose of the mini-grant is to provide access to funds/activities which impact students. The mini-grant program encourages exceptional ideas that improve the educational process.* It is not intended to fund equipment and basic materials. Funds should be used to augment but not replace school system funds.

## Guidelines

- Any WCPS employee is eligible to submit a mini-grant application.
- Projects should directly impact students and should be consistent with the school system's goals and procedures.
- Interdisciplinary or team-teaching projects are accepted.
- Project budgets are limited to a \$200 minimum and a maximum of \$1,000.
- **A DETAILED BUDGET MUST BE INCLUDED including your TOTAL AMOUNT REQUESTED.**
- **The total number of students that your project impacts must be included in your proposal.**
- All project applications **must** be signed by the school principal or administrator.
- Proposals will be evaluated on creativity, benefit to students, efficient use of funds, and adaptability of project for use by other faculty.
- Recommendations for awards will be made by the Mini-Grant Committee of the WCPS Education Foundation.
- Recipients will be required to submit a brief summary and photographs after completion of activities no later than the close of the school year. A Power Point presentation of no more than 10 slides is preferred.
- Completed applications must be emailed to [ThornTer@wcboe.k12.md.us](mailto:ThornTer@wcboe.k12.md.us), a hard copy with your school principal or administrator's signature must be sent through school mail or delivered to the Office of System Development at WCPS Central Office.

## Application

- Application form is attached.
- Applicants must include all requested information to be considered for funding.

## Timeline

Deadlines for applications are 12:00 Noon, Friday, February 11, 2011  
(grant decisions will be announced in March)

Please send completed project application to:

WCPS Education Foundation  
Office of System Development/WCPS Central Office  
(with signatures)

**AND**

electronically to [ThornTer@wcboe.k12.md.us](mailto:ThornTer@wcboe.k12.md.us)  
(with or without signatures)

[wcpseducationfoundation.org](http://wcpseducationfoundation.org)

[WCPSEF@wcboe.k12.md.us](mailto:WCPSEF@wcboe.k12.md.us)

**WCPS EDUCATION FOUNDATION MINI-GRANT APPLICATION**

WCPS Employee's Name (Applicant): \_\_\_\_\_

Position: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work E-Mail: \_\_\_\_\_

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

Title of Project: \_\_\_\_\_

Total Number of Students This Project Will Benefit: \_\_\_\_\_

Total budget request: \_\_\_\_\_

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Please type or print clearly. In the MS Word format, you can easily add additional space under each category to detail your proposed classroom project.

Project Goal (no more than 100 words written to be used in public announcements, press releases, etc.):

Description of Project (details of the project):

Activities (timeline of activities and/or events):

Describe Impact on Students:

Detailed Budget Including The Amount of Your Total Request: