



2018/2019  
TEACHER MINI GRANT PROGRAM

## **INTRODUCTION**

The Davison Educational Foundation was formed to generate sources for funding programs, activities, and events which are considered beyond the normal school operating budget. Consistent with this philosophy, the Foundation is pleased to announce the 2018/2019 Teacher Mini-Grant Program.

A total of at least \$7,500.00 in mini-grants will be awarded to Davison teachers in June, 2019. Programs and materials will be ordered during the summer so mini grant recipients will have them in time for the beginning of the 2019/2020 school year.

## **PURPOSE**

Davison Community Schools is fortunate to have innovative and resourceful teachers working with our students at every level. Our teachers are dedicated and deserve to have imaginative ideas funded that go beyond the scope of usual activities. The Davison Educational Foundation is providing such an opportunity through its Teacher Mini-Grant Program.

The purpose of the Teacher Mini-Grant Program is to enhance learning for students. Therefore, proposed grant activities must demonstrate a direct benefit for students, either in an individual classroom setting or through a cooperative effort among two or more classrooms.

Programs that are of special interest include innovative ideas, projects that integrate subject areas, and programs that are adapted or modified by the teacher to fit the unique needs of his/her students. Applications may be developed around many different topics, such as community service, technology, math, social studies, thematic units, multi-age approaches, performing arts, language arts, and science.

## **CRITERIA**

1. Funds must be requested for **instructional** purposes only. Professional development activities, routine field trips, and purchases of food are not eligible for funding.
2. Individual teacher grant applications up to \$1,000 will be considered.

3. Cooperative group applications, which may include up to \$500 for each participating teacher, are encouraged.
4. A teacher may apply for both an individual and group grant.
5. The mini-grants are not intended to augment depleted supply accounts, although supplies can be purchased with grant funds if they are a part of the total plan. Any non-consumable materials and equipment purchased through a teacher mini-grant must be labeled as follows: "Funds provided through a grant from the Davison Educational Foundation."
6. Applications should be submitted using the Application for Teacher Mini-Grant form.
7. The Foundation works hard at raising its money, and feels a strong sense of responsibility for having the money spent wisely. They do not believe stickers, posters, gimmicky things, etc., are a wise use of their money, so those ideas have a slim chance. Food and most field trips are also in this category.
8. Specificity is important. So is following directions. Also, please do not use acronyms in your application, since the judges may not be familiar with educational acronyms (i.e. ELA).
9. The projects awarded must be implemented within the 2019/2020 school year.

### **HOW TO APPLY**

1. Complete the APPLICATION FOR TEACHER MINI-GRANT. Please use black ink or type so that copies can be read easily.
2. If your application relates to technology:
  - You must contact Technology Supervisor Chris Lesko who will advise you on the purchase and complete the purchase requisition.
  - It must be signed by Assistant Superintendent Matt Lobban, in addition to your principal.
3. **Return the original and seven (7) copies of the completed application form** to your **building principal** no later than May 3, 2019.
4. Building principals will forward all applications to Matt Lobban no later than May 10, 2019.
5. Winners will be announced at the "End of the Year" staff recognition luncheon.
6. Please call Matt Lobban, Assistant Superintendent, if you have questions, at 591-0808.

## **REVIEW PROCESS**

Applications will be evaluated on overall thoroughness, creativity, direct benefit to students, and ability to enhance or expand student experiences or learning activities.

1. Grants are reviewed by at least six people. The committee members read the grants and try to make judgments based on what they see (or don't see) in print. Some of our teachers are excellent at giving detail, others are too general.
2. All applicants will be notified of the Review Committee's recommendations and will receive feedback from the readers. Teachers being awarded grant funds will be notified of the amount and will receive information about procedures for receiving and accounting for the money.

## **PLAN FOR EVALUATION**

Teachers receiving mini-grants will be expected to provide information at the end of the school year by filing a Teaching Mini-Grant Final Report form no later than January 31, 2020. The final evaluation provides us valuable information in considering future grant applications. The Foundation encourages the use of both student and parent evaluations of your project, as appropriate.

The Mini-Grant Final Report can be found on the website under [About Us](#) – [Davison Educational Foundation](#).



# Davison Educational Foundation

Enriching and Expanding the Educational  
Opportunities for Davison Students

## DAVISON EDUCATIONAL FOUNDATION GRANT APPLICATION FORM

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_ School Phone \_\_\_\_\_

Project Title \_\_\_\_\_ Budget Requested \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature of Building Principal

**Principal: Please Forward All Proposals to: Matt Lobban** \_\_\_\_\_  
**Assistant Superintendent** (for Technology)

If you have any questions or need assistance, please call: Matt Lobban @ (810) 591-0808.

### GRANT PROPOSAL REQUEST

Format your request using the following headings:

New Grant

Renewal Grant

(If renewal grant, please  
Complete Grant Renewal Form)

- I. Describe your project.
- II. Why do you think there is a special need for your project?
- III. State your project objectives and how they meet your objectives.
- IV. Describe the methods you will use to meet your objectives.
- V. How will you determine whether your objectives have been achieved and whether your project is successful?
- VI. Explain when this will be implemented.
- VII. Approximately how many pupils will be involved in this project?
- VIII. Describe your population, i.e., grade level, school, I.D., gifted/talented, etc.

Complete the grant application form above, and submit it to your **building principal**.

**Application Deadline: May 3, 2019**



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## THE DAVISON EDUCATIONAL FOUNDATION GRANT RENEWAL FORM

**This page MUST accompany a grant request if renewing a grant or requesting additional materials.**

TEACHER NAME: \_\_\_\_\_ BUILDING: \_\_\_\_\_

1. SUMMARY - Provide a brief description of your project:

2. What was successful about your project?

3. Under what conditions should your project be continued?

**Application Deadline: May 3, 2019**

## Materials Cost Form for DEF Grant Proposal

Applicant's Name: \_\_\_\_\_

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

Materials will be ordered from: \_\_\_\_\_

Address: \_\_\_\_\_

Cost of Materials: \$ \_\_\_\_\_

Shipping and Handling \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Please attach Purchase Requisitions for all materials along with any catalog or website pictures/descriptions that would be helpful.