



To All Vigo County School Corporation Teachers:

If you have an idea that would require \$100-\$750 and would enhance learning for the students in your classroom, please fill out an application and you could be a mini-grant recipient. The VCEF expects to receive over 150 applications for Mini-Grants this year. Applications are reviewed and ranked by our Allocations Committee who will recommend funding the grants that rank the highest and fall within the budget parameters set by our Board of Directors for the 2019-2020 fiscal year. Below are recommendations to consider as you write your grant.

Classroom Grants - Individual teachers may only receive one (1) classroom mini-grant per year. **Teachers applying for grade level grants as a group may still apply for an individual classroom grant.**

Grade Level Grants - Please list **ALL** of the teachers on your grade level application in the space next to "submitted by." If your team applies for multiple grade level grants consider having a different teacher sign off on each application for your best possible chance. We will correspond with all teachers on the application so everyone is aware of what is happening during the process.

Writing Your Grant - Be as specific as possible when completing the application. It is especially important to give **detailed budget information**. Also, because the committee will be reading many applications **be concise** when writing your grant. Pay attention to your *'one sentence summary'*. We use this sentence on our summary spreadsheet that we give to the allocations committee. If your grant request is for something technical please try and use language that is easily interpreted. *Proofread your application for typos!*

Submitting Your Grant - Make sure **EVERYTHING** is complete before you submit your electronic application. If you have questions please call Jennifer or Jane prior to submission. We would be happy to help.

- ✓ Complete the electronic application directly on the form. Save the application as a Word document. Attach the application via email to Jennifer at VCEF@vigoschools.org. No PDF's, Google Docs or any other form of submission will be accepted! **Electronic applications must be received by 2/15/19.**
- ✓ Complete the application process by mailing 2 hard copies of your application through inter-school mail to Jennifer at VCEF. **Hard copies must be received in our office no later than 2/21/19** or your application will be considered incomplete and ineligible for funding. Only the mailed copies require applicant/principal signatures.
- ✓ Please be sure to include detailed and specific budget figures directly on the application. No additional attachments will be considered.
- ✓ Once your electronic submission and hard copies are received and processed, you will receive a confirmation email. Applications may take up to seven (7) days to process so please be patient.
- ✓ If you do not receive confirmations after this time please contact Jennifer at the above email address or call her at 11811 or 812-462-4077. Applicants will be notified of funding by the end of May. Grant money will be awarded in August.

Proposal Requirements:

Deadline for electronic proposals: February 15, 2019.

Deadline for 2 written/mailed copies: February 21, 2019