



Okemos Education Foundation

Mini-Grant Application Form

THANK YOU for your interest in the OEF Mini-Grants Program.

Please take a moment to read the information below before completing the attached application.

Purpose: To enrich educational opportunities and encourage innovative educational endeavors that are beyond the district's normal budgetary and operational functions.

Project Amount: The maximum amount awarded will be \$1,000, plus any applicable shipping costs.

Project Criteria:

1. Highest priority will be given to proposals that benefit the largest number of students and/or provide resources that will remain in the district for long periods of time. The OEF prefers to provide funds for projects and activities that will impact multiple classes or multiple schools.
2. The OEF requires that projects be closely aligned to the district strategic plan and/or grade level content expectations. Projects and activities should provide enhancements to the curriculum in a creative, beneficial way.
3. Examples of projects which will not be funded by these grants include extra-curricular clubs or other extra-curricular activities, t-shirts, transportation, professional development, salaries, and normal school supplies. Any questions should be directed to grants@oefsite.org.
4. Please provide as much budgetary information as possible. Please include any applicable shipping costs.
5. Each recipient will be required to complete the project within twelve months from the date the proposal is approved. Each recipient will be asked to provide the OEF with comments and feedback about the project, and photographs, if possible. Applicants may apply for an extension of the project completion deadline for a period up to twelve additional months upon showing of good cause.
6. Repeat requests for funding the same project will be limited to \$1,000.

Project Submission:

1. Prior to submission, applications must be approved by your building principal. Projects that involve technology must also be approved by the Media and Technology Director. Projects that involve special education must also be approved by the Director of Special Education. Approvals may be by signature or email to grants@oefsite.org.
2. Applications should be submitted to your building principal and, if required, the appropriate director.
3. The principal and director should then forward the applications to grants@oefsite.org.
4. If you prefer to submit a hard-copy of the application or have supporting information that cannot be emailed, please send through OPS mail to: OEF, 3rd Floor, Administration.
5. Applications must be submitted to the Okemos Education Foundation by the deadlines posted on www.oefsite.org.
6. Applicants will be notified by email upon receipt of their application.

Project Approval Process:

1. Shortly after each application deadline, all proposals will be considered by the OEF Grants Committee and recommendations will be made to the OEF Board of Trustees at its next regularly scheduled meeting. All applicants will be notified as soon as possible by email from the OEF Grants Chair.
2. Funds will be disbursed through OPS purchase orders. Further instructions will be included upon approval.



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GRANT DESCRIPTION (short, one-line title)	
REQUESTED DOLLAR AMOUNT	
NAME OF APPLICANT	
NAME OF CO-APPLICANT (if applicable)	
DATE OF SUBMISSION	
POSITION and SCHOOL of APPLICANT(s)	
DAYTIME PHONE NUMBER	
EMAIL ADDRESS	

BUILDING PRINCIPAL SIGNATURE/DATE

Email to grants@oefsite.org also accepted.

DIRECTOR SIGNATURE/DATE (if required)

Email to grants@oefsite.org also accepted.

By submitting this grant application, I understand that any funds not expended for the items listed in the award will revert to the OEF.

I further understand that I must provide the OEF with documentation that demonstrates how the funds were employed. Such documentation might include photographs of the students participating in the project, examples of the students' work, etc.

Any publicity about or promotion of the project must include a notation that the project was supported in whole or in part by the OEF.

APPLICANT SIGNATURE/DATE

Email to grants@oefsite.org also accepted.

CO-APPLICANT SIGNATURE/DATE

Email to grants@oefsite.org also accepted.

Should you have any questions regarding the application process, please email the Grant Committee Chair at grants@oefsite.org.



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In order to be considered for an OEF grant, you must provide detailed responses to the following questions:

1. What is the general nature of the activity/project for which you are requesting funding from the OEF?
2. How will this activity/project enhance the education of students?
3. When do you anticipate implementing this project?
4. Approximately how many students will be involved with the activity/project? If funding will support the activity for multiple years, please approximate the number of years and number of students per year.
5. Will students in other classes or schools benefit from this activity/project? If YES, please explain how.
6. Does the activity/project impact multiple instructional areas, such as English and Mathematics, or Science and Social Studies? If YES, please provide details regarding the interrelationship.
7. How will this activity/project be evaluated?
8. What information will be submitted to the OEF upon completion of the activity/project?
9. How will OEF's contribution be recognized publicly?
10. Will funds from other sources be necessary in order to implement this activity/project? If YES, how will these funds be obtained?
11. Recognizing that an exact budget may be difficult to project, please provide the OEF with as much detail as possible regarding the funds requested and how the money will be spent. Include suppliers' names and shipping costs where applicable.