**Mini-Grants for Teachers**

## Before You Begin

### Deadlines for Applications: June 15

Applications must be submitted by midnight. Applications will be accepted until the following business day at midnight if the due date falls on a weekend or holiday. Only complete applications will be considered for funding.

### How Does It Work?

Through a straightforward application process, K-12 teachers can apply for grant funding to provide enriching academic experiences in their classrooms—typical grant awards range from $500 - $1,500.

The teacher mini-grant application should focus on a creative project in an academic subject. The academic project should be used to encourage students to use innovative methods to learn important concepts and skills. Mini-Grants enable the purchase of special materials and resources for the classroom. They are intended to support projects not provided for within school budgets or other means.

### Who Can Apply?

All South Plains region K-12 teachers are encouraged to apply. **(Pre-K classrooms are not eligible to apply.)** Eligibility includes public schools and non-public schools recognized by the Texas Private School Accreditation Commission (TEPSAC) and the Commissioner of Education. No more than one grant will be awarded per teacher per year.

### Funding Priorities:

A committee consisting of educators, community volunteers, donors, and Community Foundation of West Texas Board and staff reviews applications. Applications will be judged on the following criteria:

- Impact: Potential to improve student achievement; potential for continuation and replication; potential to enhance instructional skills
- Innovation: Innovative approach making learning memorable; enhance academic objective within curriculum context
- Planning: Clear plan for project implementation; teacher capability; cost-effectiveness and realistic budget;
- Existing Resources: Grant funding will not supplant existing funding - the project cannot be achieved with existing school budget

### Excluded Projects:
Mini-grant applications will not be considered for the renovation of facilities, religious activities or teachings, non-academic projects, trips out of this region, or tuition for special classes.

### Reporting:
All grantees are required to submit a Final Report within one year of the grant award. A Final Report link for each grant awarded will be available on your account page. Future grant awards are conditioned upon the receipt of complete reporting. In some cases, it may be appropriate to submit a Progress Report. If this is the case, you will be notified by Foundation staff, and a link will be made available on your account page.

### To Apply

- Complete online application

- Attach Project Budget (download available on Mini-Grants page on cfwtx.org or directly at http://bit.ly/MGFTBudgetWorksheet.)


***If you have any questions about the application process, please contact:***

Priscilla Rodriguez
Administrative Manager
Phone: 806.762.8061
Email: Priscilla@CFWTX.org

## Applicant Information

Mini-Grants for Teachers - Application for Funding

| School Information |
| --- |
| School Name |
| School Mailing Address      City      State TX |
| Zip Code |
| Principal E-mail Address      School Phone |
| Extension |

| Principal Information |
| --- |
| Prefix      First Name      Last Name <None> |
| Suffix <None> |
| Title      Contact Phone |
| Alternate Phone/Mobile Phone |
| E-mail |

| Project Contact |
| --- |

| Prefix | First Name | Last Name | Suffix | E-mail |
|---|---|---|---|---|
| <None> | | | <None> | |

Phone
(Where you can be reached when the school year ends)

Home Address                                                    City        State
(Where correspondence will be sent after the school year ends)                TX

Zip Code

Position/Grade Level

## Proposal Summary

Mini-Grants for Teachers - Application for Funding

| Project Information |
|---|

**Project Title and Grade Level**
Please put the following information in this format:
Project Title:
Grade Level:

**Project Budget**                      **Request Amount**
total amount budgeted for this project   total amount requested for this proposal

**Number of Students**
number benefiting directly

Age Group Served          Project Start Date

Project End Date

Geographical Area(s) Served        Type of Support

Project Description - Please provide a brief (500 words or less) description of your intended use of the funds.
(Details of the activities the project will include):

How would this grant contribute towards the literacy education of your classroom?

In the space provided, please give us an example of how you will use this grant money in the classroom.

## Attachments

The following documents must be uploaded as attachments to complete your application.

**PLEASE KEEP A PDF COPY OF YOUR GRANT FOR YOUR FILES**

Project Budget
Materials Needed & Budget - download template: http://bit.ly/MGFTBudgetWorksheet