Yamhill Carlton Education Foundation

PO Box 217

Yamhill, OR 97148

**YCEF Mini-Grant Instructions**

**Instructions:**

Please complete and submit all information on the YCEF Mini-Grant application form following these instructions. YCEF will review grant applications in Fall and Spring. Applications are due October 31 or April 1.

* Applications must speak sufficiently to the criteria used in evaluating requests (see below).
* Applications must be computer generated. (Save/Rename this application form and fill out).
* Applications, including both the cover page and the project description pages, need to be emailed as a digital file to YCEF at ycedfoundation@gmail.com or mailed to YCEF.
* Materials submitted for a grant award will not be returned.

**FAQ’s and Criteria:**

Please use the following guidelines to determine if your proposed application meets the criteria of the Yamhill Carlton Education Foundation:

**What types of projects are eligible for funding?**

The Yamhill Carlton Education Foundation Mini-Grant program offers funding to individuals or teams of YC School District educators to implement programs that enhance learning opportunities for students in Yamhill Carlton Schools, promote building and district goals, and address common core standards.

**Who may apply for an YCEF Mini-Grant?**

Individuals or teams of educators in the Yamhill Carlton School District may apply. Building level administrators may also submit an application but should do so in concert with a group of teachers who will share responsibility for implementing the project for which funding is requested.

**How much funding is available through a YCEF Mini-Grant?**

Mini-Grants may provide up to $1,000 towards a project.

**Do Mini-Grants cover all types of expenses?**

Ordinarily, applicants for a YCEF Mini-Grant should not request funding for teacher stipends, refreshments or furnishings. Funding for equipment, incentives and rewards will be considered only if the equipment is instrumental in achieving the goals of the project as outlined in the application. Approved projects can be found on our website.

**How can I apply for a YCEF Mini-Grant?**

Educators who meet the criteria outlined in these guidelines can apply for the YCEF Mini-Grant by taking the following steps:

1. Identify the individual who will serve as the contact person for the grant application and fill in the contact information requested on the Mini-Grant Cover Page. For a team application, include names and job assignments of all team members.
2. Prepare a proposal incorporating all of the information specified in the Mini-Grant Project Description pages.
3. Submit application to your Principal for approval. Signature is mandatory.
4. Submit application to Superintendent for approval. Signature is mandatory.
5. Submit a completed application to YCEF electronically at ycedfoundation@gmail.com or via mail to PO Box 217, Yamhill OR 97148.

**To whom should prospective applicants direct questions?**

1. All questions about the Mini-Grant program and/or process should be directed solely to YCEF at ycedfoundation@gmail.com. You may also contact this email if you need help writing the proposal.

**What criteria will be used in evaluating requests for the YCEF Mini-Grant?**

The following factors are used in determining whether to fund a particular project:

* The completeness and quality of the application.
* The rationale for the project.
* The feasibility of the project evaluation.
* The likelihood that the project can be sustained, if appropriate, by the applicants after the funding is exhausted.
* The completeness of the project budget.
* The reasonableness of items requested in terms of cost and projected uses.
* The availability of other sources of funding for expenses associated with the project. Please check for availability of other funds before applying.
* The number of students and classrooms affected by the project and/or the depth of impact on a group of students.

**Checklist for handling the Mini-Grant application file:**

* Download a copy of the Mini-Grant Application file from website [ycedfoundation.org](http://www.ycedfoundation.org)
* Save the file to your computer, giving it the same title as your Mini-Grant project
* Fill out the all sections of the document with the specifics of your project.
* Obtain principal & superintendent’s signature
* Send a copy of the digital application file to YCEF at ycedfoundation@gmail.com or paper copy in the mail

**YCEF Mini-Grant Timeline**

Oct. 31/April 1 Grant application due to YCEF

Nov. 30/April 30 YCEF board approves or denies

During Dec/May Review and award decisions announced by YCEF. Applicant, principal, superintendent and business manager notified.

 Funds released to the district office.

 The applicant needs to arrange for approval of expenditures, purchase orders and reimbursements with the district office.

Within 1 year The Mini-Grant Final Report is due to YCEF after the project is completed, and no more than one year after the funds were granted. Grantees are encouraged to submit an electronic presentation showing how the awarded grant was utilized or can be invited to make a presentation at a YCEF Board Meeting.

1 year after grant Granted funds need to be expended as designated by the project budget

approval or funds will be returned to YCEF