



2009 – 2010 VEA Mini-Grant Proposals

*Do you have an idea but need
money to implement it?*

The Virginia Education Association is proud to provide mini-grants to support innovative ideas designed to improve student learning through projects focused on one of three areas:

- ❖ ***Curriculum, Instruction, Assessment***
- ❖ ***School Environment***
- ❖ ***Community Connections***

We invite you to submit your application for grants up to \$500 or \$1,000.

**Important
DATE!**

Deadline: June 1, 2009 for mini-grants awarded on September 1, 2009.

For the guidelines and forms, please contact Allison Herndon at aherndon@veanea.org.

Proposal Guidelines

1. You must be a member of the Virginia Education Association to apply for the mini-grant, to receive the funds, and during implementation of the project. If your project is a team effort, you must all be and remain members of the Virginia Education Association. These mini-grants are available to all VEA members – teachers, instructional assistants, secretaries, administrators, bus drivers, etc.
2. Do **not** use your name, the name of your association, your school, your school division, or your locality anywhere in the proposal.
3. Write your proposal following the proposal outline. Comply with these specific guidelines:
 - A. Use typewriter or computer for all information including cover sheet and proposal identification form.
 - B. Write no more than five double-spaced single sheets. Use a font no smaller than 12-point type. (This sentence is in 12 point type.) Maintain one-inch margins.
4. Complete the cover sheet and attach it to the front of your proposal. Make four (4) copies of the proposal and cover sheet. (Please send plain paper copies – no faxes, bound copies, or presentation folders. Stapling a cover sheet to each proposal is acceptable.)
5. Complete the proposal identification form. Send **only one** copy of the proposal identification form attached to one copy of the proposal. This can be stapled.
6. All entries must be received by the VEA **no later than 4:30 PM on the deadline date, June 1, 2009 for mini-grants awarded on September 1, 2009.**
Submit your entry to –
VEA Mini-Grants
116 South Third Street
Richmond, VA 23219
7. Winners will be required to submit an interim and a final report on their progress.
8. If your proposal is funded, you will be notified by September 1, 2009. Winning proposals may be published in VEA publications.
9. Mini-grant awards will be limited to one grant per person/team per school year.

Failure to adhere to all of the guidelines will result in disqualification of your entry.

Proposal Outline

All proposals must include the following six elements *in this order*. Each element must be treated under a separate heading and be clearly labeled.

- **Abstract/Brief Project Description:** Summarize the entire proposal. Be clear and concise. This section should be written in three to four sentences. Explain the purpose and the anticipated outcomes of the project. Think of this section as a brief summary that could be printed in a paper or journal. Additional details about the proposal should be included in the next section, “Needs Statement.”
- **Needs Statement:** Explain why the project is needed, providing all pertinent documentation including school demographic data. This part of the proposal should establish a direct relationship between the identified needs and your project. What is your goal? Why is it important to you, your school, or your community? Be sure to include the basic information of who, what, where, when, and how.
- **Objectives:** List the desired results and the long-term effect of this project. The objectives should be specific, measurable, achievable, realistic, and timely. Objectives *must* be related to the stated needs.
- **Activities:** Tell how the project will be implemented. What activities/ procedures will you employ? Be specific. What is the timetable for each activity? Who will do what? The activities must be tied directly to your objectives.
- **Evaluation:** *Extremely important!* State how each objective will be measured. How will you determine and document the success of the project?
- **Budget:** Estimate and total the expenditures for the project. Itemize the budget for clarity. Be realistic and as specific as possible. If the budget projection is greater than \$500 or \$1,000, list other sources of funding. Note: A maximum of 20% of the grant can be used to support administration costs (e.g., stipends).

Selection Criteria

The following criteria are listed in rank order from most important to least important.

The grant proposal:

- a. impacts student learning
- b. addresses student/school/community needs
- c. is creative and innovative
- d. outlines specific, measurable, realistic objectives
- e. describes activities that are directly related to the objectives
- f. includes specific evaluation procedures and products related to the objectives and activities
- g. uses budgeted funds appropriately
- h. is clear, readable, and mechanically and grammatically correct

VEA Use Only
Date Received: _____

**2009-2010
VEA Mini-Grant
Proposal Identification**

PLEASE USE TYPEWRITER OR COMPUTER

Project Title: _____

Amount Requested (\$500 or \$1,000 or any amount between): \$ _____

Project Coordinator: _____

The project coordinator *must* be a VEA member.

Names of other group members (**All group members *must* be VEA members**):

Local Association (spell out): _____

Project Coordinator Home Address (all correspondence about your proposal will be sent here unless requested otherwise):

Phone (including area code): _____

Email: _____

School/Workplace Name (spell out): _____

Address: _____

Phone (including area code): _____

Email: _____

If this proposal is funded, make check payable to (check one): Project Coordinator School

Mail check to (check one): Home Address School Address

Name of local association president: _____

Name of school division superintendent: _____

Signatures of *All* Group Members: _____ Date: _____

Project Coordinator: _____

Other Group Members: _____

I approve this project for implementation in this building/workplace.

Administrator/Supervisor: _____ Date: _____

Association Representative: _____ Date: _____

Include *one* copy of this form with four (4) copies of your proposal and cover sheet and mail to:
VEA Mini-Grants, 116 S. Third St., Richmond, VA 23219. Faxes are not acceptable.
Entries must be received by 4:30 PM on the deadline date.

**Proposal Cover Sheet
(Attach to each copy)**

PLEASE USE TYPEWRITER OR COMPUTER

Project Title: _____

This project is designed for (complete sections A & B):

A.

_____ early childhood/elementary

_____ middle

_____ high

_____ other (please specify): _____

B.

_____ subject(s)

_____ grade(s)

_____ number of participants
(students or others)

The focus of this project is:

_____ curriculum, instruction and assessment

_____ school environment

_____ community connections

Percentage of student population eligible for free or reduced lunch _____

Checklist Before Mailing Mini-Grant Applications

*(Do not include this page with your proposal.
This is for your reference only.)*

- _____ You and each person in your group are VEA members.
- _____ A typewriter or a computer was used for all information.
- _____ Proposal is no more than five **double-spaced** single sheets.
- _____ The font is at least 12 point.
- _____ Margins are 1 inch.
- _____ No proper names are used in the narrative. Do not identify yourself, your school, or your school division.
- _____ You have 4 complete copies of the proposal.
- _____ The cover sheet is complete and one copy is attached to the front of each of the 4 copies of the proposal. (These can be stapled.)
- _____ One copy of the proposal identification sheet is included, attached to one of the proposal copies. (This can be stapled.)
- _____ Your proposal contains each of the six required elements ***in the correct order with a heading***:
 - _____ 1. Abstract _____ 2. Needs Statement _____ 3. Objectives
 - _____ 4. Activities _____ 5. Evaluation _____ 6. Budget
- _____ All necessary signatures have been obtained – all group members, including project coordinator, school administrator/supervisor, and VEA association representative.
- _____ Proofread, proofread, and then have someone not attached to the project proofread!
- _____ Faxes are not allowed; neither are bound copies or presentation folders.
- _____ Entries must be **received** by 4:30 PM on June 1, 2009 for mini-grants awarded on September 1, 2009.

Failure to adhere to all of the guidelines will result in disqualification of your entry.