

2020 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 members' ideas designed to improve student learning.

We invite you to submit your proposal for a VEA mini-grant for any amount up to \$500.

Guidelines and link available on VEA's website:

<https://www.veanea.org/tips-tools/awards-grants/>



Grant Deadline: October 1st, 2020 at 4:30pm

If you have any questions, please contact Chastity Urquhart in VEA's Teaching & Learning Department at choward@veanea.org or 800-552-9554, ext. 335.

2020 VEA Mini-Grant Application

Proposal Cover Sheet

Project Title: _____

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

A. Grade Band

_____ early childhood/elementary

_____ middle

_____ high

_____ other (please specify): _____

B. Additional Details

_____ subject(s)

_____ grade(s)

_____ number of participants (students or others)

Proposal Guidelines

- You must be a member of the Virginia Education Association to apply for the mini-grant, receive the funds, and implement the project. If your project is a team effort, you must ALL be and remain members of the Virginia Education Association throughout implementation.
- Do NOT use your name, the name of your local association, your school, your school division, or your locality anywhere in the proposal. Only the signature page should include any personally identifiable information.
- Write your proposal following the Proposal Outline shown on the next page.
- Specific formatting guidelines:
 - No handwritten proposals will be accepted.
 - Proposal should not exceed the word counts indicated in the outline directions.
 - Use a font no smaller than 12-point type.
 - Maintain one-inch margins and single spacing.
- No paper copies, faxes, bound copies, or presentation folders will be accepted.
- All entries must be received electronically by the VEA no later than 4:30pm, October 1st, 2020. Submit your entry using the link –

<https://vea.link/2020VEAMiniGrant>

- Mini-grant awards will be limited to one grant per person/team per school year.
- Winners will be required to submit an interim and a final report on progress.
- If your proposal is funded, you will be notified by November 2020.
Winning proposals may be published in VEA publications. Grant recipients should submit pictures and/or videos of grant activities to VEA Communications and Public Affairs for possible inclusion in publications and social media posts.
- **Proposals that do not comply with the guidelines listed above and throughout this document will not be considered or scored.**

Proposal Outline

- Title of the project
- **Impact on Student Learning:** In a short paragraph, not to exceed 150 words, please answer the following questions:
 - I. What do you want to do?
 - II. How does it improve student learning?
 - III. What are the purpose and anticipated outcomes of the project?
 - IV. What unique need is targeted by this project?
- **Alignment:** Provide the correlation between the proposal and K-12 curriculum. Include the specific SOL(s) or other appropriate standards.
- **Budget:** Include a bulleted list that identifies the itemized costs and total grant request.
- **Activities:** In a paragraph, not to exceed 200 words, describe the specific activities that you and your students will do with items purchased. Be sure to include how this project is **creative and innovative** to the learning environment.
- **Evaluation:** In a short paragraph, not to exceed 150 words, tell us how you will measure the success of your project.

****Proposals that do not comply with the guidelines listed above and throughout this document will not be considered or scored.**

Selection Criteria

Mini-grant winners will be selected in a blind screening by the VEA Instruction and Professional Development Committee. The committee will use the following scale to score each of the criteria listed below.

- I. **Impact on student learning**
- II. **Correlation to Standards**
- III. **Realistic budget**
- IV. **Well-defined activities**
- V. **Creativity and innovation**
- VI. **Plan for evaluating the project**

Points	Evidence
5	Clear and convincing
3	Clear but not convincing
1	Limited
0	Missing

Be prepared to upload your electronic submission:

Do you have these 3 digital files ready?

- SIGNATURE PAGE (Must be a separate file.)
 - Your building administration and association should be aware that you are submitting a grant proposal.
 - Preferred - handwritten and scanned.
 - Alternative - if in-person signatures are not feasible, this can be an email chain with acknowledgement from all needed parties.

- COVER PAGE (Can be part of the proposal outline file or a separate file.)
 - Typed or handwritten and scanned.
 - Be sure to select the most appropriate grade band and provide the number of students this project will serve.

- PROPOSAL OUTLINE
 - Typed
 - **Reminder - Proposals that do not comply with the guidelines listed above and throughout this document will not be considered or scored.**

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Submission Link:

<https://vea.link/2020VEAMiniGrant>

VEA Mini-Grant Proposal Signature Sheet

Collect the signatures required below, scan the sheet and attach the scanned file to your online proposal submission.

[Alternative - if in-person signatures are not feasible, this can be an email chain with acknowledgement from all needed parties.]

(Please Print)

Project Title: _____

Project Coordinator: _____

Group Member Signatures

Project Coordinator:

Date: _____

Other Group Members:

Date: _____

Date: _____

Date: _____

Date: _____

Approval Signatures

Administrator/Supervisor: _____ Date: _____

Association Representative: _____ Date: _____