

2021 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:

<https://vea.link/2021VEAMiniGrant>



Grant Deadline: September 17, 2021 at 4:30pm

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

2021 VEA Mini-Grant Proposal Guidelines

- You, and all team members, must be members of the Virginia Education Association to apply for the mini-grant, receive the funds, and implement the project. **All team members must 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 sheet should include any personally identifiable information.
- Write your application following the Proposal Outline shown on page 3.
- Specific formatting guidelines:
 - No handwritten proposals will be accepted.
 - **Proposal should not exceed the word counts indicated in the outline directions.**
 - Use a standard 12-point type. **Proposal to be submitted as a MS Word document.**
 - Maintain one-inch margins and single spacing.
- No paper copies, faxes, bound copies, or presentation folders will be accepted.
- VEA must receive electronic submissions no later than 4:30pm, September 17, 2021. Submit your entry using the link –

<https://vea.link/2021VEAMiniGrant>

- Mini-grant 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 October 2021.
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.**

2021 VEA Mini-Grant Application

Project Title: _____

A. Grade Band

_____ early childhood/elementary

_____ middle

_____ high

_____ other (please specify): _____

B. Additional Details

_____ subject(s)

_____ grade(s)

_____ number of participants (students or others)

C. Total Amount Requested _____

Proposal Outline

- **Title of the project**
- **Impact on Student Learning/Classroom Environment:** In a short paragraph, please answer each of the following questions. **Do not exceed 150 words total.**
 - I. What do you want to do?
 - II. How does it improve student learning/classroom environment?
 - III. 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, and its brief description. If your proposal has no direct instructional component, you must support your request with guidelines or best practice from another professional organization.
- **Budget:** Include a bulleted list that identifies the itemized costs, vendor, and total grant request. Be sure to consider tax & shipping, as well as how additional funding will be secured if needed.
- **Activities:** In a paragraph, 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. **Do not exceed 200 words total.**
- **Evaluation:** In a short paragraph, tell us the anticipated outcomes and how you will measure the success of your project. **Do not exceed 150 words total.**

****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/classroom environment**
- 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



Teaching. Learning. Leading.

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, include an email acknowledging approval of the project 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: _____

Be prepared to upload your electronic submission:

Do you have these 2 digital files ready?

- MINI-GRANT PROPOSAL
 - Page 1 - Project Demographics
 - Typed or handwritten.
 - Be sure to select the most appropriate grade band, provide the number of students this project will serve, and the total requested.
 - Outline – Typed (**submitted as a MS Word Document.**)
 - Be sure to include all parts of the outline
 - **Reminder - Proposals that do not comply with the guidelines listed above and throughout this document will not be considered or scored.**

- SIGNATURE SHEET (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.

Grant Deadline: September 17, 2021

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Submission Link: <https://vea.link/2021VEAMiniGrant>