

Fall 2018 Teacher Mini-Grant Application Narrative Template



The Kyrene Foundation awards mini-grants to provide enhanced learning opportunities for students.

Kyrene teachers may apply for **up to \$500.00** per classroom for items such as guest speakers, supplies, materials, equipment, and educational study trips. The grant application consists of a one to two (1-2) page(s) narrative and signed application cover page for a total of no more than three (3) pages. Submit completed application by 4:30 p.m., Thursday, November 8 by email to minigrants@cox.net

School:

Teacher(s) Name:

Amount Requested:

The narrative must contain six (6) sections:

1. Purpose of the request
2. Potential impact on student learning and number of students included
3. Evaluation plan for the learning opportunity for students
4. Correlation of the learning opportunity for students to the KSD curriculum
5. Completion date and approximate timeline of the learning opportunity for students
6. Itemized budget

Section 1: Purpose of Request

Section 2: Potential Impact and Number of Students impacted

Section 3: Evaluation Plan

Section 4: Alignment to KSD Curriculum

Section 5: Timeline of Activities and Completion Date

Section 6: Itemized Budget



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Fall 2018 Teacher Mini-Grant Application Cover Page

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Teachers who are awarded the Mini-Grant are required to submit a brief evaluation report along with a photo (or short video) of the learning opportunity for students within two weeks of the completion date. Reimbursement will not be made until this requirement is met.

Please Note:

- Late or unsigned applications will not be considered.
- Only **ONE** request per teacher per cycle is allowed
- **All receipts for reimbursement must be submitted AT ONE TIME and by the due date.** Only (up to) the awarded amount will be reimbursed.
- All receipts for reimbursement must be sent to Scott Maxwell once reviewed by principal.
- All activities related to the project need to occur between **Nov. 15, 2018 and Mar. 8, 2019**

Applications should be e-mailed to: minigrants@cox.net

Completed grant applications must be received no later than 4:30 pm on Thursday, Nov. 8, 2018. All applicants will be notified of their status on or before Thursday, Nov. 15, 2018.

Teacher Name:	School:
Title of Grant Request:	
Kyrene Email Address:	
Grade(s) and/or Subject(s):	
Total Amount of Request:	Number of Students Impacted:

I understand and agree to follow all grant guidelines.

_____ **Teacher's Signature & Date**

Principal's Review Section:

	Yes	No
<i>This grant request supports the 90-day Action Plan.</i>		
<i>This grant request supports the KSD Curriculum.</i>		
<i>I support this grant request.</i>		

_____ **Principal's Signature & Date**