

ALBANY EDUCATION FOUNDATION

1320 Solano Avenue ♦ Suite 203 ♦ Albany ♦ California ♦ 94706

<http://www.albanyeducation.org/>

September 1, 2011

Albany Public School Teachers/Specialists

Albany Children's Center
Albany High School
Albany Middle School

Cornell School
MacGregor High School
Marin School
Ocean View School

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Dear Albany Teacher,

The Board of Directors is very pleased to announce **Albany Education Foundation's 2011-12 Mini-Grants for Teachers program**. Thanks to the generosity and support of many in our community, including some of you, we will again award Mini-Grants this fall for use during this school year. **We invite your proposal for a project for either the fall or spring semester.** The maximum amount of a Mini-Grant is \$1000.

If your proposal has been funded in the past, you may submit it again. AEF will fund projects for a maximum of 3 consecutive years. If you have submitted the same grant request for 3 years in a row, it is time for a change.

The following pages comprise the packet for "Mini-Grants for Teachers 2011-2012." **We strongly encourage you to apply.** With these grants we are committed to supporting your efforts to offer **innovative and creative** programs to our students. This year your needs may be a bit more basic than in the past, but hopefully you can also be at least somewhat creative. Because our funds are limited, we do not fund staff or substitute time. We are not funding computer hardware.

Please note that even if you have received an AEF Mini-Grant in past years, you MAY apply again. If you are applying for a Field Trip Grant this year, you MAY ALSO apply for a Mini-Grant.

Grant applications are due by the end of the day on Wednesday, October 19, 2011. Your school's AEF board liaisons can help with any questions you may have about the application for the process. A list of the board liaisons should be posted in your school office, staff room, and/or work room.

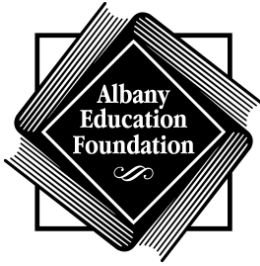
An ad hoc committee of AEF Board members will screen all applications and recommend Board action in early November. One board liaison from each site will comprise the Mini-Grant review committee, along with community volunteers. We hope to make award announcements as early as possible in November.

Many thanks for your hard work in our schools and your support of AEF. We look forward to receiving your grant application, and we are proud to support your efforts with our students.

Sincerely,

Dianne McNenny, AEF President

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MINI-GRANTS FOR TEACHERS

To: Albany Public School Teachers
From: Albany Education Foundation
Date: September 1, 2011
Re: 2011–12 Mini-Grants Criteria: Tell us what you REALLY need. . .

With its Mini-Grants for Teachers program AEF seeks to provide additional resources to support and enhance educational programs and opportunities in Albany public schools. The program is intended to provide classroom teachers/specialists with relatively small amounts of money that can be acquired quickly and easily for specific educational and enrichment activities.

This year your needs may be different. They may be a bit more basic and a bit less innovative. If so, let your application/s reflect that. AEF is aware of budget cuts and is willing to do what it can to help you meet your most pressing needs.

You will probably have no problem identifying things for which there is **no other source of funding**. Hopefully there will be ways to meet needs and employ some ingenuity as well. **Please refer to the following guidelines when preparing your application.** We will bear in mind that not all criteria may be met this year.

APPLICATION GUIDELINES:

Does the project you propose

- Need **funding** because **none is available** from state, federal or district sources?
- Utilize an **innovative** and **creative** program directly involving students?
- Offer students a **unique learning opportunity** which would otherwise be unavailable?
- **Enrich** a related program?
- Provide resources that will enhance classroom curriculum by **encouraging student participation?**
- Involve **community resources or volunteers, interdisciplinary or team teaching, or students of different age groups?**
- Require **up to \$1000** for implementation?
- **Comply** with AUSD policies and regulations?

This packet contains the grant application form, expense sheet, and a "Points of Agreement" form for you to complete and submit. Please note that **a signature from your principal is required, not** your principal's approval. We do this to ensure that administrators are aware of your application, your interests, and your needs. Please read carefully, complete and return the Points of Agreement with your application. **Questions may be directed to AEF at info@albanyeducation.org**

GRANT APPLICATIONS ARE DUE OCTOBER 19, 2011

RETURN YOUR APPLICATION TO THE AEF FOLDER IN

YOUR SCHOOL OFFICE

DO NOT MAIL



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MINI-GRANT APPLICATION

Proposals should be limited to 2 pages. Attach your proposal to this completed form.

NOTE WELL: Field trips WILL NOT be funded as Mini-Grants

Lead Applicant _____ Date _____

Lead Applicant Phone Number _____

Lead Applicant Email Address _____

Co-Applicants _____

Title of Proposed Project/Activity _____

Have you applied for an AEF grant before? ___ yes ___ no

For this project? ___ yes ___ no How many times? ____

Have you applied for a grant for this project from any other source? ___ yes ___ no

If yes, what source? _____

School/s and grade/s currently teaching _____

PROPOSAL FORMAT

Please submit your proposal on a separate sheet. Responses should be typed or printed legibly. Your proposal should include the following information:

1. Describe the project/activity for which funds are being requested. What activities or procedures will be employed? What will the students do?
2. Describe the children who will be served – number of students and age/grade range.
3. How will this project/activity relate to and/or enhance your regular program?
4. How will you assess student learning and/or the impact of the project/activity?

Project must be completed not later than June 1, 2012

Proposed completion date _____

Lead applicant signature _____

Principal signature _____

PLEASE COMPLETE AND RETURN THIS GRANT APPLICATION TO YOUR SCHOOL SITE OFFICE BY OCTOBER 19, 2011



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MINI-GRANT EXPENSE ESTIMATE

Please list the estimated expenses for the project or activity you are proposing.

Expense	Quantity	Unit Cost	Total Cost
Instructional materials			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Supplies			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Consultants, presenters, etc.			
_____	_____	_____	_____
_____	_____	_____	_____
Travel (includes mileage)			
_____	_____	_____	_____
_____	_____	_____	_____
Equipment			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other			
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
Tax			_____
Shipping			_____
<u>GRAND TOTAL</u>			_____

PLEASE COMPLETE AND RETURN WITH YOUR GRANT APPLICATION TO YOUR SCHOOL SITE OFFICE BY THURSDAY, OCTOBER 19, 2011



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MINI-GRANT PROGRAM POINTS OF AGREEMENT

Lead Applicant _____ School _____

Co-Applicant/s _____ School/s _____

Title of Project/Activity _____

Amount requested _____ Date of Application _____

As a prospective Mini-Grant recipient I understand and agree that

- 1) In order to be eligible for this grant, reports must have been submitted for any and all grants I participated in last year (2010-11).
- 2) Grant funds will be available upon announcement of the grant.
- 3) This application does not seek funds to support a field trip.
- 4) This project will be completed by June 1, 2012.
- 5) Unspent funds must be returned to the Foundation. I will provide copies of all receipts if possible.
- 6) Upon completion of the project, I will provide a report that includes a list of expenses and a brief narrative description of the results and/or effects of the project.
- 7) Equipment and materials purchased will remain on the school site/s and become property of the Albany Unified School District.
- 8) In all aspects, this project/activity and its implementation must comply with the policies and regulations of the Albany Unified School District.
- 9) I may not earmark grant funds to be used in any attempt to influence legislation within the meaning of the Internal Revenue Code Section 501(c)(3).
- 10) These funds are not transferable to any other person for any other project.

Date _____
_____ Lead Applicant

**PLEASE COMPLETE AND RETURN WITH YOUR GRANT APPLICATION
TO YOUR SCHOOL SITE OFFICE BY OCTOBER 19, 2011**

FOR FOUNDATION USE:

Foundation Liaison: _____



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PLEASE COMPLETE THIS FORM IN ITS ENTIRETY WITHIN ONE MONTH AFTER THE COMPLETION OF YOUR PROJECT, BUT NO LATER THAN JUNE 1, 2012. **PLEASE ATTACH RECEIPTS.** PHOTOS OF YOUR PROJECT AND PERSONAL COMMENTS FROM YOU AND YOUR STUDENTS HELP AEF WITH ITS FUND RAISING. **PLEASE ENSURE THAT PARENTAL/GUARDIAN PERMISSION HAS BEEN GIVEN FOR PUBLISHING YOUR CHILDREN'S PHOTOS IN PRINT OR INTERNET MEDIA.**

Project Title _____

Lead Applicant _____

Lead Applicant Email Address: _____ Phone: _____

Co-Applicant/s _____

School Name/s _____

Amount received from AEF _____ Total amount spent _____

Other source/s of funding _____ Amount _____

Number of students involved _____ Number of teachers/adults involved _____

(If you need more space, please continue on the back or attach a separate sheet.)

Brief Description of your project:--what did the students do?

Please explain why you did or did not accomplish what you set out to do:

Did you use any outside help (parents, businesses, etc.)? If yes, please explain:

Would anything have made your project work more successfully (e.g., more volunteers, more time, different materials,

Do you have any suggestions that would improve the Mini-Grant Program?

Signature of Lead Applicant/s _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REPORT. IT IS VERY HELPFUL TO AEF. WE HOPE IT HELPED YOU ASSESS THE IMPACT OF YOUR PROJECT.

TO BE SUBMITTED TO AEF NO LATER THAN JUNE 1, 2012