



## Teacher Micro-Grants

### Overview:

Welcome to this new program which we hope will be useful to many of you. The idea is that a teacher proposes a project (item or activity), to be funded up to \$500 by the **Rotary Micro-Grant Program** by submitting a brief application online.

The simple steps are:

1. Submit your application by the **revised deadline of February 3, 2025**. The application consists of a short description and cost documentation.
2. Once your application is approved by Rotary (not later than February 10, 2025),
3. You complete the project. ("Complete" may be different depending upon the type of project.),
4. Then, send us your "Completion Report" not later than April 30<sup>th</sup>, 2025. Your report just demonstrates that you completed what you said you would. Completion Reports can be turned in "early" and payments will be processed once the report is approved.
5. You will then be reimbursed!

To be considered for a grant, you'll need to read and understand the following Application Guidelines. The application is just 1 page long.

**Please read these Guidelines before starting your Grant Application. We hope you'll find the requirements to be straightforward. A couple of examples of applications are included at the end.**

## Application Guidelines:

The Glen Ellen-Kenwood Rotary Club **Teacher Micro-Grants** will be approved based on the criteria outlined below, until the Rotary's budgeted amount for this program is depleted.

Although we wish we could respond with an award for every application, the truth is we don't know how many applications we can fund, since the amounts requested will vary in size. The following are some guidelines for preparing an application that has the best chance of being funded.

1. Applications must be submitted using the online application. You will receive an email confirmation of receipt.
2. Keep your description short and succinct. Tell us what you want, the cost, and how it will impact and enrich the students' learning. Be sure to specify the number of students that will benefit from the grant.
3. **Complete the entire form.**
4. Request an exact amount. Applications that specify certain item(s) which an applicant wishes to purchase and notes where this will be purchased, along with an exact price, are viewed much more favorably than applications that simply request the maximum amount.
  - a. *For example: If you propose purchasing a "widget" on Amazon, use that dollar amount, plus tax and shipping (if any), and a copy/link to the webpage listing. An application for an item that costs \$253.17, including tax and shipping, from a specific retailer is viewed more favorably than an application requesting \$300 toward the purchase of unspecified supplies.*
  - b. *Don't forget to include shipping, taxes, and all other related charges you can anticipate. Attaching a photo and price from a catalog/website will help the Grants Committee better visualize your request.*
5. If our Grant will not cover the full amount of your project or item, **be sure to tell us how you will fund the remaining costs.**

## We Are MORE Likely to Fund:

- Requests that focus on basic skills: reading, composition, math, science, history, social studies, physical education, and/or career-technical education for the greatest number of students, especially when funding is limited.
- Requests to fund an item or activity that costs more than \$500, when the balance of the funding has already been secured.
- Requests that benefit **many** students.
- Requests for equipment that will benefit students over **multiple** school years.
- Applications that specify certain item(s) which an applicant wishes to purchase, along with notes where item(s) will be purchased with **exact cost including any taxes/shipping**.
- Requests for items that will be purchased **locally**.

## We Are LESS Likely to Fund:

- Requests that benefit only a few students.
- Requests to fund **part** of an item or activity that costs **more** than the individual Teacher Micro-Grant maximum and the remainder of the funding has not already been obtained.
- Applications that simply ask for the maximum amount available or use “ballpark estimates” without evidence that the applicant knows what the item/activity will truly cost. Rotary is trying to use our budget efficiently and maximize our impact!

## Other Details & Requirements:

- The maximum amount funded per grant is \$500.
- Grants for field trips, supplies, special programs, and other non-capital expenditures must be used within the approval and completion deadline. What constitutes “completion” will, of course, depends on the nature of the project.
- The Glen Ellen-Kenwood Rotary Club requires that teachers applying for Teacher Micro-Grants *share their grant application and funding request* with their school principal or director to keep her/him informed of their needs and plans for their classrooms.
- An individual teacher is eligible to apply for and receive a maximum of one Rotary Teacher Micro-Grant.
- The Glen Ellen-Kenwood Rotary Club requires that any teacher who receives a grant **confirm and submit evidence that their project was completed successfully**.
- Photos or newspaper articles submitted by teachers are encouraged and may be used by the Rotary Club to promote the Rotary Teacher Micro-Grant program.

- These procedures and grant amounts are subject to change without notice by the Glen Ellen-Kenwood Rotary Club. This is a new program for us too. All decisions regarding grant applications by the Teacher Micro-Grant Committee of the Glen Ellen-Kenwood Rotary Club shall be final.

## Key Dates:

Deadline for applications:	<b>February 3, 2025</b>
Project application approvals from Rotary:	<b>February 10, 2025</b>
“Completion” Reports deadline <i>(Note: If your project is completed <u>before</u> this date, we are happy to have you submit your report earlier and will reimburse you upon its approval!)</i>	<b>April 30<sup>th</sup>, 2025</b>

## Micro-Grant Contact:

If you have any questions, please reach out via [Educate2425@gmail.com](mailto:Educate2425@gmail.com). These guidelines and an **application** can be found online at: [glenellenkenwoodrotary.com](http://glenellenkenwoodrotary.com). Examples of applications are included in the next couple of pages.

## Sample Submissions:

### *Example of a Successful Grant Submission*

Grant Amount Requested: **\$500**

In Fifth Grade, it is important for students to develop their sense of self, their moral code, and their understanding of the world. Reading books together as a whole class allows our students to develop their reading comprehension and thinking skills through high quality literature. It lets them practice and refine their skills related to standards in a much more engaging format than the typical reading for a textbook. As their teacher, I would love to provide two new classroom sets of novel studies as an opportunity to build a love of reading. Two Fifth Grade classes will share the books throughout the school year, which will affect 52 students just this year.

We will continue to read these books for many years to come as well.

The novel studies I would like to purchase with this Rotary Grant are *Bridge to Terabithia*, by Katherine Paterson and *Hoot*, by Carl Hiassen.

<b><i>Bridge to Terabithia</i></b> , by Katherine Paterson (each)	\$7.20
Quantity:	30
Sold by:	*Amazon.com
Cost for 30 Books:	\$216
Estimated Tax to be collected:	\$20.10
Order Total:	\$236.10

\*See Item: [Amazon.com: Bridge to Terabithia: 9780064401845: Paterson, Katherine, Diamond, Donna: Books](https://www.amazon.com/dp/9780064401845)

<b><i>Hoot</i></b> , by Carl Hiaasen (each)	\$8.59
Quantity:	30
Sold by:	*Amazon.com
Cost for 30 Books:	\$257.70
Estimated Tax to be collected:	\$23.70

Order Total: \$281.40

\*See Item: [Hoot: Hiaasen, Carl: 9780440419396: Amazon.com: Books](#)

Grand Total Grant Requested: \$517.50

While the total cost is \$517.50, I will pay for the remainder out of pocket.

**Comment: *In this grant request, the applicant supplied plentiful information. They stated the purpose of the grant request and how it would benefit students. They provided specific details about what would be purchased. They spelled out the costs. Since the cost surpasses \$500, they described how the remainder of the purchase would be paid. The committee has sufficient information about the grant. This grant would be funded.***

### ***Example of an Unsuccessful Grant Submission***

Grant Amount Requested: \$200

I am a Second Grade Teacher, and I would like to buy books for my classroom library. I have 25 students. Thank you.

**Comment: *While this is a worthy request, it is not specific enough. First, the applicant should state the purpose of the grant request. Why does the applicant need the books? Are these books replacements or additions to the classroom library? Are they covering a specific topic? Also, the applicant should supply additional information about how the books would be purchased (as in Example #1). What books are being purchased? How much do they cost? Where are they purchased from and how is expected shipping and tax going to impact the price. If the Micro-Grant Committee had additional details, they would possibly be more inclined to support Grant Request #2.***