



## **Sedalia School District Foundation Mini Grant Information Sheet**

The mission of the Sedalia School District Foundation is to provide financial resources to stimulate learning opportunities for students, teachers, staff, and members of the community. Mini Grants are designed to enhance curriculum and to provide for needs not customarily met by district budgeting/funding procedure.

### **2020-2021 Mini Grant Calendar:**

#### **Fall Semester**

- **Grant deadline is October 31, 2020**
- **Recipients announced in January 2021**
- **Recipients must submit purchase order to Central Office no later than June 1, 2021**

#### **Spring Semester**

- **Grant deadline is March 31, 2021**
- **Recipients announced in August 2021**
- **Recipients must submit purchase order to Central Office no later than December 1, 2021**

Grant recipients will be responsible for completing request vouchers and submitting them to the district Central Office. Purchase orders not submitted to Central Office by deadline will become void and grant funds will be forfeited.

A detailed supply/equipment needs list should be included with grant applications, however, due to price fluctuations and exact product availability, winning grant applications will be awarded based on dollar amounts.

*For example; a grant that requested 10 widgets at a cost of \$100 each was awarded, but when the recipient ordered the widgets, they actually cost \$150, the grant award will be for \$1,000, not 10 widgets.*

#### **Criteria:**

- Any Sedalia #200 staff member is eligible to make application.
- Mini Grants should be innovative and creative in nature. Grant requests for reusable materials/supplies will be given priority, but Mini Grants may not be used for textbooks.



- Applicants are required to have made a monetary contribution to SSDF either directly or through the Payroll Contribution program or join as a "Friend of the Foundation" or "Alumni" Member. Contributions of any amount and/or memberships submitted with an application will qualify and be accepted.
- Mini Grant applications may be discussed with district administrators for clarification or to explore other funding options.
- Equipment, software, hardware, furniture, or other tangible items, as well as all documentation funded by or written for this grant remain the property of Sedalia School District #200.
- Mini grant recipients are expected to submit photos and an evaluation form 30 days after implementation of grant funds in the classroom. The Foundation will use photos and grant recipients' comments in the CONNECTIONS newsletter, on our website and social media accounts, in press releases to the media, and in other information provided to donors. It will be the responsibility of the grant recipients to make sure students in photos have the district photo/media release. Evaluation form is available on the Foundation website.

## **Instructions for submitting Mini Grant Application**

- Cover Sheet, Application, and Budget may be submitted electronically or printed and mailed with completed Cover Sheet on top. Hand-written applications will not be accepted.
- **Mail:** Sedalia School District Foundation, Inc., P.O. Box 2505, Sedalia MO 65302-2505
- **Email:** [schfound@sedaliasdf.org](mailto:schfound@sedaliasdf.org) subject line MINI GRANT APPLICATION. When saving mini grant application and budget to send by email, please include the title of the grant as part of the file name. **Email submission must include a CC: to appropriate building administrator. Applications not approved by administration will not be considered for funding.**

**Questions about the Mini Grant Application and Information Sheet should be directed to the Sedalia School District Foundation: [schfound@sedaliasdf.org](mailto:schfound@sedaliasdf.org) or 660-829-2562.**