



## Mini Grant Information Sheet 2022-2023

**Questions should be directed to [schfound@sedaliasdf.org](mailto:schfound@sedaliasdf.org) or 660-829-2562**

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.

### **Mini Grant Calendar:**

Mini Grant applications will be accepted starting on November 1, 2022. Mini Grant applications will be reviewed as they are submitted with announcements of awards taking place throughout the school year. Mini Grant applications will be accepted up until February 10, 2023, or until the funds budgeted for the 2022-2023 school year are completely awarded.

### **Criteria for applying**

- Any Sedalia #200 staff member is eligible to apply.
- Complete the application form available from the SSDF website. It is the pdf file named: SSDF\_MINI\_GRANT\_APPLICATION\_2021-2022-fillable
- Applicants are required to contribute to the Sedalia School District Foundation either directly or through the Payroll Contribution program or join as a "Friend of the Foundation" or "Alumni" Member. Contributions of any amount are welcome. Contributions and/or memberships submitted with an application will qualify and be accepted.

### **Instructions for completing Mini Grant Cover Sheet and Application**

- Hand-written applications will not be accepted.
- 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.
- A detailed budget listing the supplies or equipment to be purchased must be submitted as part of the grant application. Additional sheets may be attached if needed.
- For Mini Grant application to be reviewed by Foundation it must be signed by building administrator if mailed to Foundation office or emailed to building administrator. Mini Grant applications may be discussed with district administrators for clarification or to explore other funding options.



## **Submitting Mini Grant Cover Sheet, Application, and separate budget sheets (if needed)**

- Please assemble Mini Grant submission in this order: Cover Sheet, Application, additional budget sheets.
- **Mail:** Sedalia School District Foundation, Inc., P.O. Box 2505, Sedalia MO 65302-2505
- **Email:** schfound@sedaliasdf.org with subject line MINI GRANT APPLICATION and title of grant.
  - 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 an email CC: to appropriate building administrator. Applications not approved by administration will not be considered for funding.

## **If you receive a Mini Grant...**

- Grant recipients will be responsible for creating a requisition through the SSD #200 HR portal. Please mark PO as being paid with Mini Grant funds. Purchase orders not submitted to Central Office by March 31, 2023, will become void and grant funds will be forfeited.
- 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.
- 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.
- Mini grant recipients are expected to submit photos and an evaluation form 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.