



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.

Mini Grant Calendar:

Mini Grant applications will be reviewed as they are submitted with awards taking place throughout the school year.

Criteria for applying

- Any Sedalia #200 staff member is eligible to apply.
- Applicants are required to contribute to the Sedalia School District Foundation in the school year grant is submitted. Contributions of any amount are welcome through the Payroll Contribution program, direct contribution, or join as a "Friend of the Foundation" or "Alumni" Member. Contributions and/or memberships submitted with an application qualify.

Instructions for completing Mini Grant Cover Sheet and Application

- Complete the SSDF_MINI_GRANT_APPLICATION.pdf form available from the SSDF website.
- 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. Attach additional sheets to grant application if needed.
- For Mini Grant application to be reviewed by Foundation it must be signed by building administrator if mailed to Foundation office or include a cc: to building administrator if emailed. Mini Grant applications may be discussed with district administrators for clarification or to explore other funding options.

Submit Mini Grant Cover Sheet, Application, and separate budget sheets (if needed) by mail or email

- **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 sending by email, please include the title of the grant as part of the file name and include an email CC: to appropriate building administrator.

If you receive a Mini Grant...

- Grant recipients will be responsible for creating a requisition through the SSD #200 HR portal to order supplies.
- 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 must submit photos and an evaluation form after implementation of grant funds in the classroom. The evaluation form is available on the Foundation website.