



# NSSEO Foundation, Inc.

## FY17 Mini-Grant Application

### Applications due by September 30, 2016

The NSSEO Foundation Inc. is now accepting applications for Mini-Grants for the 2016-2017 School Year!

#### Guidelines

- Grants are open to certified and licensed staff, or professional teams of which include para-professionals.
- Services must be provided to special education students served by NSSEO.
- Funding requests must be for project monies outside the normal program budget supports, and may not supplant existing budgetary items.
- The 2016-2017 mini-grant awards will be up to \$2,500 per project.
- The Foundation is always willing to consider larger grants on an individual basis. Please contact the Foundation for more information.
- Project proposals may include reimbursement for substitute teachers at rate between \$90 and \$115.00 per day. \*
- Project proposals may include reimbursement for after school supervision at the extra-duty hourly rate according to the NSSEA contract or at the ESP hourly rate according to the NSSEA-ESP contract. \*
- Projects are encouraged to reflect the Foundation focus areas of activities that are an extension of the classroom curriculum, after-school programs/activities, and transition activities with a focus on partnerships. However, projects focusing on other ideas will be considered.
- Priority will be given to projects that reflect research based strategies and techniques.
- All projects must include a defined data collection process, and such data must be reported at the end of the project.
- A summary of project outcomes with photos must be submitted at the end of the project for a presentation to the NSSEO Governing Board.
- Projects that were successful last year may be submitted again for continued support this year.
- Projects must be reviewed and approved by your program administration.
- Recipients of a NSSEO Foundation mini-grant will be required to attend a mandatory meeting on the procedures for purchasing and tracking expenditures.
- **Mini-grant recipients will be asked to attend a Mini-Grant Orientation/Award Meeting on Wednesday, November 9<sup>th</sup> at 3:30 pm.**

\* Please contact Julie Jilek (x8103) if you have any questions regarding rates to build into your mini-grant proposal.

Project proposals for funding by the NSSEO Foundation Inc. are subject to committee review and approval of proposals is at the discretion of the committee.



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### Mini-Grant Project Application

Project Title:

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Applicant Name (s):

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Total amount requested from the Foundation:

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Building/Program: \_\_\_\_\_ Number of students served by the project: \_\_\_\_\_

Project participants understand that, if an award is granted, the attached description can be published and/or disseminated (with credit given to authors) so that the practice can be replicated by colleagues within NSSEO and its member districts. It is also understood that they agree to act as a resource and will be willing to give colleagues reasonable verbal and/or written information, if contacted, so that practices can be replicated by others.

Description of the project: Please include a detailed statement describing the proposed project, the needs of the students impacted, and the anticipated outcomes of the project. (This document will expand to accommodate multiple pages, as needed.)

Timeline: Please list proposed beginning and ending dates for major activities.

Evaluation: Please indicate process to be used for evaluating success of the proposed project.

Project Budget: Please itemize projected expenses, **total project cost** including amount requested from the Foundation.

Program administrator approval

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