

***Mini-Grant for Educators Application***  
**Timetable and Guidelines**

**Application Timetable**

Educators should submit the application by April 27, 2012 to the following:

*Mini-Grants for Educators*

The West Springfield Partnership for Education

P.O. Box 58

West Springfield, MA 01090

The Mini-Grant Committee will review applications and notify grant recipients by the end of the current school year. Grants will be awarded to each recipient in the fall of 2012.

Project Duration: September 2012-June 2013

**Application Guidelines**

The following educators are eligible for Mini-Grants during 2012-2013:

Certified teachers, administrators, and educational specialists employed full or part-time by a West Springfield public, parochial, and private schools and pre-schools during the 2012-2013 school year. Teachers' aides may apply as co-applicants of a certified teacher.

The Mini-Grants for Educators Committee, comprised of educators, and business members of the Partnership will review applications and contact finalists. All reviews are held in confidence; each application is reviewed anonymously with the educator's identity known only to the committee chairperson.

Mini-Grant recipients have the entire new school year to complete their projects. If you wish, a member of the West Springfield Partnership for Education will assist you in finding resources within the community.

***Recipients agree to send a letter to the parents of each student participating in the mini-grant's activities to explain the project and the source of funding.***

Recipients also agree to the release of information about their project for publication. All mini-grant projects must remain in the public domain.

## **Payment Information/Use of Grant Money**

Mini-Grants for Educators are **\$300** cash grants to individual educators. If recipients wish to purchase supplies with their money, they may do so and those supplies will then become the property of the educator. Student transportation may not be paid for with mini-grant funds.

Grant recipients are responsible for reporting their grants to the Internal Revenue Service as income.

Educators may collaborate on a grant; however the Partnership will make separate, equal amount grants to each participant. Typically, two or more educators proposing a collaborative project will split a single grant; however, some proposals may merit additional funding. If you believe your collaborative project will require additional funding, please tell us.

The *Mini-Grants for Educators* Review Committee will consider the following in their decision:

*Creativity and Originality of the project:* Does the project reflect a fresh and innovative approach? Has this project been funded in the past?

Request to "Re-do" previously funded projects will not be automatically declined, however the reasons behind the request must be very strong.

*Support for the Partnership's Mission:* Will this project improve the quality of the educational experience or will it just be a different experience?

Will this project involve the community in a way that will strengthen or encourage support for education?

## **Technical Assistance with Grant Application**

Past mini-grant project descriptions are available in school building offices.

Questions, including assistance with the grant application and information about available community resources and potential business partners should be directed to the following Review Committee Chairperson:

Monica Daena - Tatham School e-mail: [daena@wsps.org](mailto:daena@wsps.org)

Number \_\_\_\_\_  
(assigned by review chair)

**The West Springfield Partnership for Education  
and  
WMECO Math and Science  
2012-2013  
Mini-Grants for Education Application  
Deadline-April 27, 2012**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Co-applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Massachusetts State Certification Number: \_\_\_\_\_

Co-applicant Massachusetts State Certification Number: \_\_\_\_\_

School: \_\_\_\_\_ School phone: \_\_\_\_\_

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of proposed project: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_

The West Springfield Partnership for Education is an independent non-profit educational foundation established to focus human and material resources towards improving the quality of education and towards strengthening community support for the West Springfield schools.

Number \_\_\_\_\_  
(assigned by review chair)

## Mini-Grants for Education Application

**Title of Project:** \_\_\_\_\_

Brief description of project: (list any materials needed)

Goal of project:

How will this project improve the quality of the educational experience?

The West Springfield Partnership for Education is a collaboration of schools and businesses, how will your project reflect this connection? (Example-speakers, materials, any other resources)

How will you measure the success of your project?