## Due to building principal by September 7, 2018

## Educational Foundation of Van Buren Community Schools 2018-2019 Mini-Grant Application

Name:	Date:	
Position:	Building:	

## **Mini-Grant Guidelines**

Selecting proposals to be funded can be difficult. The following suggestions may be helpful.

- \*Requests should directly involve and benefit students.
- \*Requests should be for items not included in current budget.
- \*Teachers and/or staff are not eligible for compensation.
- \*Mini-Grants may be used to purchase equipment or to cover field trip expenses. Equipment and trips should be integrated into curriculum.
- \*These grants may not be used for magazines or furniture.
- \*Proposals that incorporate matching funds or community resources are encouraged, but not necessary.
- \*Interdisciplinary or team-teaching requests are encouraged, but not necessary.
- \*Grants will be considered in amounts not to exceed \$400.
- \*Materials purchased with grant become property of the Van Buren Community School District.
- \*Some school catalog companies will sell only to schools. Get confirmation from the company so we may order.
- \*Remember to shop locally. These merchants support the foundation and school district and may have catalogs.
- \*If using a school catalog, please use only a copy of the order sheet. We don't need the catalog.
- \*Grants will be awarded ASAP.
- \*Are offered only to High School and Middle School teachers.

## Applications are to be submitted to building principal by September 7, 2018

1. What is the purpose of this request?

2. How many pupils will be affected by the request?

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Address:			
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Quantity	Description	Unit Price	Total

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