

Due to building principal by **September 6, 2019**
**Educational Foundation of Van Buren Community
Schools 2019-2020 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 \$450.
- *Materials purchased with grant become property of the Van Buren County 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.
- *Offered to High School, Middle School, and Elementary School teachers.

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1. What is the purpose of this request?

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

Please fill out the following or attach a copy of the merchant/supplier order form.
Don't forget to include tax, shipping & handling.
Duplicate this page if you need additional forms.

To: _____

Address: _____

City: _____

Quantity	Description	Unit Price	Total

Shipping & Handling: _____

Tax: _____

Total: _____