

Due to building principal by **September 4, 2020**

**Educational Foundation of Van Buren Community
Schools 2020-2021 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.

Applications are to be submitted to building principal by Sep 4, 2020.

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: _____