



## KEYSTONE CENTRAL FOUNDATION

### *La Rue Hinchliffe Stars in the Classroom*

# Teacher Mini-Grant Application

Last Updated: January 1, 2024

## ABOUT TEACHER MINI-GRANTS

Keystone Central Foundation Teacher Mini-Grant Program is designed to give Keystone Central School District teachers the opportunity to enhance educational opportunities and activities for the students through innovative and creative projects on a rolling basis. **Teacher Mini-Grants provided by the Foundation may be awarded up to \$1,500.00 per project.**

## ABOUT THE KEYSTONE CENTRAL FOUNDATION

The Foundation is incorporated exclusively for charitable, cultural, and educational purposes to benefit the students of Keystone Central School District through promoting educational, extracurricular activities, and such other charitable purposes as will enhance the education and welfare of students in the Keystone Central School District.

## MINI-GRANT TIMELINE

### Application Deadlines:

- **Applications will be accepted at any time throughout the school year or summer**  
Completed applications must be submitted as a single .pdf document to [keystonecentralfoundation@gmail.com](mailto:keystonecentralfoundation@gmail.com).

### Applications Awarded:

- **Approximately two weeks after application submission**  
All applications will be reviewed by the Mini-Grant Committee and awarded by the Foundation's Board of Directors. Teachers will be notified by email.

### Post Project Evaluation:

- **Within 60 days of project completion**  
The evaluation must include a narrative explanation, pictures, and any other pertinent information.

## MINI-GRANT GUIDELINES

- Mini-Grant Applications must be complete to be considered. This includes a clearly designed plan and a detailed budget, including research costs.

- Applications must be approved and signed by the applying teacher's building principal before submission.
- Grants may be submitted by teaching teams. All teachers partnering for the grant must sign the application.
- Grants will be awarded based on innovation, creativity, educational value, and enrichment benefits of the activity. **Projects that fall within EITC guidelines may be given preference. Such projects include Galaxy Arts in Education Program, Makerspaces, Elementary Day of Learning, and Aquaponics.**
- Grants will **not** be awarded for parties, incentive gifts, or classroom supplies.
- **Applications solely for transportation or food/refreshments will be considered based on the nature of the project/curriculum and awarded accordingly.**
- Grants will **not** be awarded for technology unless it is 1.) tied to curriculum and innovative; and 2.) the purchase of technology is not the main focus of the grant. If software is included in the budget, include a description of the software.
- All equipment, materials, and non-consumable items become the property of KCSD once the project is completed or discontinued.
- The Keystone Central Foundation will reserve the right to use any pictures or details of the project for future promotion of the Mini-Grant Program.
- If your application is funded, you will be assigned to a Mini-Grant Committee member as your contact person throughout your mini-grant cycle.
- Remember to keep a copy of this entire application for your records.

### REMINDER

#### *SUCCESSFUL MINI-GRANTS IN THE PAST HAVE:*

- 1 Included a culminating event, project, or activity.
- 2 Provided students with a novel experience.
- 3 Involved students in activities not normally funded by the school district.
- 4 Invited Foundation to view the activity or project.

**PART ONE: APPLICATION**

**Project/Proposal Title:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Building(s):** \_\_\_\_\_

**Class/Grade:** \_\_\_\_\_

**Curriculum area(s) emphasized:** \_\_\_\_\_

**Approximate number of students involved in project:** \_\_\_\_\_

<b>Applicant Name (Please Print)</b>	<b>Signature</b> <i>By signing below you agree to adhere to the Teacher Mini-Grant guidelines.</i>	<b>Date</b>	<b>Email</b>	<b>Phone Extension</b>

**Building Principal:**

By signing below you have read the following Teacher Mini-Grant application and find it to be aligned with the curriculum, acceptable for the students involved, and approve and support the application.

\_\_\_\_\_  
Building Principal: (Please Print)

\_\_\_\_\_  
Signature:

Date: \_\_\_\_\_

**PART TWO: QUESTIONNAIRE**

If you need more space to respond to the questions below, please include clearly marked attachments.

1. Which Pennsylvania Standards, Performance Standards, or Benchmarks are being met through this project?
  
2. Are you receiving additional funding for this project? If yes, please list amounts and sources.
  
3. In the event of budgetary constraints, can this project be completed with partial funding? If yes, what aspects of the project would be emphasized and/or changed?
  
4. How are you planning to evaluate the success of this project with respect to student learning?

Samples or exhibits of student work

Pictures/Videos

Written Student Testimonials

Student Productions

Other Data Tools (Please specify) \_\_\_\_\_

Other: (Please specify) \_\_\_\_\_

Brief description of what will be done with the tool(s) checked above:

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**PART THREE: BUDGET WORKSHEET**

Include all projected expenses and descriptions of all purchases. Include books, materials, tools, equipment, supplies, transportation, and any other costs associated with this project. Include a separate, clearly marked attachment if more space is needed. We ask teachers to try to work with local businesses when possible.

<b>Material</b> (List each separately)	<b>Quantity</b>	<b>Cost per Unit</b>	<b>Total Cost</b>	<b>Supplier or Source</b>

**TOTAL PROJECT COST:** \_\_\_\_\_

## PART FOUR: PROJECT SUMMARY/NARRATIVE

Please attach a summary of your proposed project. This summary should be no less than one and no more than three, double-spaced pages.

It should include the following information:

- Who, What, When, Where, Why, & How of the proposed project.
- A statement of need, a plan to address that need, and how success will be measured.
- A timeline for this project.
- An explanation of how this introduces a unique, new, and/or creative, imaginative activity.
- The long-term and ongoing goals of the project.
- The expected benefit to the students of KCSD.
- How funding this project will improve your school and the school district.

The Keystone Central Foundation encourages creativity and “thinking outside of the box.”

The ultimate goal is give our students experiences in learning that they may not have had the opportunity otherwise without the support of the Foundation and it’s donors.

**REMINDER**



## **PART FIVE: PAYMENT**

Submit all invoices to Melissa Bottorf, Executive Director, at [keystonecentralfoundation@gmail.com](mailto:keystonecentralfoundation@gmail.com).

**All** invoices must be sent to the Keystone Central Foundation prior to the start of the project for payment or within 15 days of completion of the project. If any out-of-pocket expenses are incurred, original receipts **must be** sent to the email address above within 15 days for reimbursement. Please try to use local businesses and suppliers whenever possible.

## **PART SIX: POST PROJECT EVALUATION**

Within 60 days of the completion of the project, we request you submit the following to [keystonecentralfoundation@gmail.com](mailto:keystonecentralfoundation@gmail.com).

- A synopsis of the project, ideally to be used in press releases, website, etc.
- Photos of the project and / or students engaged in the activity. Please ensure students are permitted to be photographed.

**We also encourage you to:**

- Invite the Keystone Central Foundation members to visit the project in progress.
- Provide a short (ten minute) presentation on your project at a Keystone Central Foundation board meeting.
- Please contact Melissa Bottorf, Executive Director, at [keystonecentralfoundation@gmail.com](mailto:keystonecentralfoundation@gmail.com) or 570-660-1306 to help coordinate any of the above.

**Thank you for applying for the  
LaRue Hinchliffe Stars in Classroom Teacher Mini-Grant!**

**We truly appreciate all you do for the students of KCSD every day and every  
year.**

**It is our hope to give you the opportunity to do more!**

**Please contact us with questions at  
[keystonecentralfoundation@gmail.com](mailto:keystonecentralfoundation@gmail.com) or 570-660-1306.**