



## Emery Ed Fund Mini-Grant Incentive Program

The Mini-Grant Program provides additional funding to teachers of the Emery Unified School District (EUSD). This program is ideally suited for teachers that want to enhance their classroom curriculum, but do not have the financial means for it. By offering mini-grants, the Emery Ed Fund hopes to provide positive inspiration, motivation and stimulation; and improve the culture of education for the Emeryville students.

**Grant size:** The maximum amount a teacher can apply for is \$250.00 (inclusive of tax and shipping fees). Larger requests will be considered if submitted by a team of teachers.

**Procedure:** Teachers who would like to apply for a Mini-Grant should submit the Mini-Grant Application Form, and attach if appropriate, a budget and documentation for expenses requested. All requests should be signed by your principal.

The priorities (in order) of the Fund's grant program are stated below.

1. To augment classroom programs, especially to enhance curriculum.
2. We require that a teacher who applies for a mini-grant must have a registered volunteer(s) on file with the Ed Fund. If a teacher has not received or utilized a volunteer from the Ed Fund this school year, he or she must request and place a volunteer in their classroom to participate in our mini-grant Incentive Program.
3. For school or district-wide programs to enhance school or district programs. (Recommendations of school and district administrators will be a significant part of approval process.)
4. For field trips or other programs or activities that are targeted at improving classroom instruction.
5. To enhance community involvement in school programs or other community-related initiatives.

If you are requesting tangible goods (i.e. equipment, books, etc.) we are requiring that you apply for a grant through Donor's Choose at [www.donorschoose.org](http://www.donorschoose.org). The Ed Fund will consider matching monies up to \$125. For more information on how to apply for a grant and to find out more information about Donor's Choose please refer to "Donor's Choose 101" document.

Because applications are evaluated and prioritized based off the information received, requests that could be funded from other sources are given low priority. Please be very thorough when explaining the purpose and goal(s) of the requested grant. Not all requests are funded.

**Requests must be approved by a member of the Ed Fund's Board of Directors before any funding is dispersed. Applying for a request does not guarantee the approval for the grant, nor does approval guarantee the full grant amount of \$250.**

Most important: Please schedule and plan ahead! The Emery Ed Fund will help in any way possible during the request and application procedures, but applicants are responsible for providing a compelling and complete application form.

To help the Emery Ed Fund evaluate the effectiveness of our Mini-Grant Program, we require that each teacher who receives a mini-grant complete our Mini-Grant Report and



return it upon completion. Teachers who receive funds are the best spokespersons to encourage donations to the foundation, so all grantees must make reference to the Emery Ed Fund when referring to the grant received.

**Please allow 30 days to process your application and grant, predicated upon approval.**

If you have questions you can contact Phillip Powell, Assistant Director of the Emery Ed Fund at (510) 601-4911 or email [Phillip.Powell@emeryed.org](mailto:Phillip.Powell@emeryed.org).

### Mini-Grant Request Application Form

Project Title

Date of Application

Project description (objective, timeline, materials, number of students affected, methods, resources):

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How does this project fit into your teaching program?

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Does this project address a specific need within your classroom?  
How will you evaluate the success of this project?

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Which EUSD board adopted goal does your application coincide with?

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Total cost of the project (provide exact detail of expected expenditures: specific supplies, taxes, shipping, transportation, people resources, food, plants, books, etc), attach a detail budget if appropriate:

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Applicant(s) Name(s) \_\_\_\_\_

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Applicant'(s) volunteer(s) that are registered with the Ed Fund (First and Last Name(s): \_\_\_\_\_

\_\_\_\_\_

School (ESS/AYES) \_\_\_\_\_ Would you like us to mail the check to vendor (Y/N)?\_\_

Vendor Name and Address: \_\_\_\_\_

\_\_\_\_\_

Subject Areas and/or Grade Levels \_\_\_\_\_

Applicant agrees to complete an evaluation of the project when completed.

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Best time and way to reach you.

\_\_\_\_\_

Contact Information

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Name (Please Print)

Please attach a completed order form from a catalog or on-line dealer. The Fund will provide a check in the name of the vendor which the grantee uses to complete their order. Please refer to the mini-grant guidelines for additional instructions.