

**Smoky Hill Education Foundation Teacher Mini-Grant Program Guidelines and Application**

The Smoky Hill Education Foundation is proud to support innovative teaching by offering mini-grants to educators. These grants fund projects that enhance student learning opportunities while aligning with Kansas State Education Standards.

**Mini-Grant Guidelines:**

1. **Eligibility:**
   * Grants are open to all Smoky Hill Education Service Center member teachers and staff members.
   * Collaborative applications among multiple educators are welcome.
2. **Grant Amount:**
   * Maximum award per project: $500.
3. **Project Requirements:**
   * Grant-funded projects must align with one or more Kansas State Standards.
   * Projects should have clear, measurable student deliverables and outcomes.
   * Grants must include a detailed timeline and budget.
   * Projects should be innovative and designed to engage students in meaningful learning experiences.
4. **Submission Requirements:**
   * **Word Count:** The grant proposal should not exceed 500 words.
   * Proposals must be submitted through the official application form.
   * Applications must include all of the required sections detailed below.
5. **Review Process:**
   * The Smoky Hill Education Foundation Mini-Grant Committee will review proposals.
   * Applications will be evaluated based on alignment with Kansas State Standards, innovation, feasibility, and potential impact on student learning.
6. **Reporting Requirements:**
   * Grant recipients must submit a final project report, including outcomes, reflections, and student deliverables, within one month of completion of the funded project.

**Application Instructions:**

Grant applications will be available beginning in July for the upcoming school year. Grant applications and all supporting materials are due by September 30. Grant applications not received by the submission deadline will not be reviewed during the current cycle.

**Funding Criteria:**

The quality and completeness of the funding proposal are factors to be considered. The Smoky Hill Education Foundation focuses explicitly on funding requests that **enhance and enrich student learning** or introduce new technology to promote new ways of teaching and learning. As a policy, the Smoky Hill Education Foundation does not fund the following items:

* Food and beverages
* Parent admission fees
* Transportation costs
* Basic technology or equipment (e.g., computers, document cameras, printers, scanners, interactive flat panel monitors or accessories)
* Basic furniture (e.g., file cabinets, bookcases)
* Extracurricular clubs or sports
* In-service education functions
* Stipends

**Publicity and Media Consent:**

By accepting a Smoky Hill Education Foundation mini-grant, recipients agree to allow the Foundation and the Smoky Hill Education Service Center to use photographs, project descriptions, and related materials for promotional and publicity purposes. This may include—but is not limited to—use in newsletters, websites, social media, press releases, and other communications that highlight the impact of the grant program. Grant recipients may be contacted to provide additional information or participate in media opportunities that showcase their project’s success.

**Smoky Hill Education Foundation Teacher Mini-Grant Application Form:**

**I. Applicant Information**

Applicant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Smoky Hill Education Service Center School District Membership Level (Mark One)

Charter Member Associate Member

Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of funds requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period to utilize requested funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Project Overview**

* Project Title:
* Brief Project Description (50-100 words):

**III. Project Details** (500 words)

1. **Alignment with Kansas State Standards:**
   * Identify specific Kansas State Standards addressed by the project. Provide a brief explanation of how the project supports these standards.
2. **Objectives and Student Outcomes:**
   * List the primary objectives of the project.
   * Describe the expected student outcomes and deliverables (e.g., presentations, projects, reports).
3. **Project Implementation:**
   * Provide a detailed timeline for the project.
   * Describe how the project will be implemented in your classroom or school.
4. **Innovation and Engagement:**
   * Explain how this project is innovative.
   * Describe how the project will engage students in active and meaningful learning.
5. **Budget:**
   * Provide a detailed budget for the project, including materials, supplies, or other expenses.
   * Include a brief justification for each budget item.
   * Please list the resources and funds needed, identifying the requested items and the cost of each item. **Please include links related to your requested item(s).**

If only partial funding is available, please prioritize the resources being requested. (*Assign 1 for highest priority and 5 for lowest priority, in rank order*.)

|  |  |  |
| --- | --- | --- |
| **Resources Needed** | **Cost** | **Priority** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **TOTAL COST** | $ |  |

**IV. Reflection and Impact**

* How will you evaluate the success of this project?
* Describe how this project might be sustained or scaled up in the future.

**Submission Deadline:**  
Applications must be submitted by September 30. Late submissions will not be considered.

**How to Submit:**  
Email completed applications to Nicole Harmon-Hendrix at [nharmon-hendrix@smokyhill.org](mailto:nharmon-hendrix@smokyhill.org). Please include “Teacher Mini-Grant Application” in the subject line.

**Questions?**  
Contact: Dr. Lydia Gerzel-Short 785-825-9185  
 Chris Moddelmog 785-825-9185