



K-12 Mini-Grant Program

Mission

The purpose of BEF's K-12 Mini-Grant Program is to provide funding for classroom or school library educational projects. Through this funding, the Mini-Grant Program aims to enhance classroom experiences, stimulate interest in learning, foster creativity, and encourage the exploration of concepts, ideas and principles beyond the core curriculum.

Eligibility

Classroom teachers (K-12) and school librarians, individually or in teams, in the town of Brookfield.

Funding

Four Mini-Grants will be awarded each school year. Individual grant requests should not exceed \$500. Exceptions may be made if the Mini-Grant Committee views the proposal as having exceptional merit.

Guidelines

- o Grant recipients must complete their projects by the end of the school year.
- o 'Hands-on' projects and active student participation are preferred.
- o Educational content must be integral to the project.
- o Examples of projects funded include: instructional materials, technology/equipment, school-wide presentations or events, and specialized classroom

activities. (All items purchased will become property of the school system.)

- o BEF does not fund the following unless they can be shown to be integral to the project:
 - Food/refreshments
 - Transportation/field trips/travel/lodgin
 - Monetary awards
 - Staff development
 - Large purchases of books
- o Continuing projects will be considered.
- o Priority will be given to projects that impact the greatest number of individuals and create an impact beyond the initial grant period.
- o Links to parents and the community will strengthen a proposed application.
- o Applications must be signed by the teacher/librarian and the school principal.
- o If a teacher's position or school changes, the award may become invalid. The educator must contact BEF if there are any changes.
- o Proposals must be typed and received through US mail. Faxes and emails are not acceptable.
- o Be sure your budget is clear and understandable.
- o Funds must be spent as stipulated in your application. All expenditures must be backed up with receipts. Any undocumented expenditures will be treated as compensation to the teacher/librarian and may be reported to the IRS by BEF per audit requirements.

- o Funds must supplement, not replace, state or local funds. Funds cannot be used to compensate teachers or other school district staff.

End of Project Evaluation

A project evaluation report (included in the award package) must be completed and submitted to BEF at the end of the project, or no later than 12 months from the date of the award. Any funds not spent as outlined in the application must be returned to BEF.

Proposals will be considered on a first come first serve basis. You will be contacted once your application has been received.

BEF's Mini-Grant Committee will review and evaluate all proposal applications. Not all Mini-Grant Committee members are educators, so please avoid educational jargon.

Applications

Application forms are available at www.BrookfieldEducationFoundation.org

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