

## Trust for Our Future Mini-Grant Application Process

1. Mini-grant applications will be reviewed on an annual basis. Applications must be submitted by **September 30** of each school year. The Mini Grant Committee will review all applications received, make funding determinations, and provide feedback to applicants no later than the third week of October each school year.

All applications should be submitted to: Terry Hanna [hannat@link75.org](mailto:hannat@link75.org) at the District Office.

2. Depending on funding availability, there might be a second round of Mini Grants awarded in mid February. If funding is available, the application deadline for the second round is **January 15** of each school year and notification of awards will be by the first week of February. Any Mini Grant Application submitted after **September 30** will be held for consideration in the January round of funding.

3. Funding of Mini Grant Projects ranges from \$400 - \$1,200 and is based on the budget justification submitted in relation to the scope of the project. Projects that are able to secure a portion of financial support from another source will be given priority scoring for community support.

4. Mini Grant recipients must sign an Memorandu of Understanding (MOU) agreeing to:

- Provide three Presentations in May/June (one to the Executive Board of the Trust; one to MSAD 75 School Board; and one to their peers in their respective school(s))
- Provide a final written abstract of the project that includes project outcomes
- Secure permission slips from parents to allow for video taping and photographs to be taken during the project (if some parents do not want their child's image to be taken, that is fine, but we need to know who we can/cannot film during documentation of projects)

5. Applications will be scored based on the following criteria:

- Alignment with the Mission of the TFOF (innovative and engaging)
- Proposed Impact of Project on Student Learning
- Sustainability (does this project have the ability to stand on its own over time)
- Feasibility (are the outcomes proposed realistic)
- Budget Justification (does the rationale for expenditures match the scope of the project)

6. Exemplars - Sample Mini Grant Applications from **2010-2011**

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[Composting at Mt. Ararat High School](#)