



2019 Mini-Grants to Teachers

The Hampshire Community Foundation (HCCF) is offering **Mini-Grants to Teachers** in Hampshire County. These Mini-Grants of **up to \$300** will be awarded to teachers who need financial assistance with special projects, materials, or classroom resources. Our Partners in Philanthropy, joined by individual donors committed to supporting quality education in Hampshire County, make these mini-grants possible.

Who Can Apply?

All Hampshire County Public School Pre-k - 12 teachers, including WVSD&B teachers, are invited to apply for a Mini-Grant. Public schools are defined as being supported by public funds and are part of the free public education system. Any school that charges tuition to students is not eligible.

How Does It Work?

The objective is to encourage and support teachers with great ideas to enhance the learning experience for students. Mini-Grants can be used to purchase supplies and materials for special projects; provide resources for the classroom; and support programs *that are not covered by school/central office sources or other means*.

Keep in mind...

- Applications that clearly state how the funding will *impact students, promote creative teaching opportunities, and/or enhance classroom experiences* are likely to be rated more favorably. Use additional paper if necessary. You can request examples of well-structured applications by email: apancake@ewvcf.org
- If your request is part of a project that has an overall budget greater than your grant request (maximum \$300), you must explain your plans for raising the additional funding. If the grant is awarded, payment will be held until other necessary funding is secured (but not longer than the school year in which the grant was awarded).
- Grants cannot be used for projects already completed or materials already purchased.
- Teachers who wish to collaborate on a project that would serve more than one classroom or grade level may apply for more than \$300 using one application. Please be sure to identify teachers involved, describe your collaboration and how it will lead to greater impact for students, and be specific when itemizing your budget.
- Typed applications are MUCH preferred. If you must handwrite, please do so legibly!
- All grant recipients are expected to report on the expenditure of grant funds and results of the supported project by the end of the school year (June 2020).

Submitting Your Application

Using the attached application form, describe how you would use a grant of up to \$300 to impact student learning in your classroom. All grant applications must **be received by Monday, September 30th** to be considered. Grant applications may be emailed to apancake@ewvcf.org, faxed to: 888-507-8375, or mailed to: **Hampshire County Community Foundation * PO Box 40 * Romney, WV 26757**

You will be notified by mail and/or email, if you are being awarded a mini-grant, and asked to attend our annual Spirit of Giving event on November 15 to receive your grant. If you have any questions, please call 304-822-7200, or email apancake@ewvcf.org.



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Application Form

(If filling out electronically, save this form to your computer BEFORE filling it out. Otherwise it will be blank when we open it. Type-filled applications are preferred. If filling out by hand please PRINT CLEARLY. Ineligible applications may not be considered.)

Applicant Information

Teacher's Name: _____ Email: _____

Grade Level: _____ Subject Area (if applicable): _____

School Name: _____ School Phone: _____

School Principal: _____ Principal's Email: _____

Project Information

Project Name: _____ Amount Requested: \$ _____

Project Start Date: _____ Completion Date: _____ Number of Students Affected: _____

Have you applied to any other funding sources for this project? _____

Please state how the requested funds will be used. Please be specific in describing how the funds will be used and how your project will **impact students, promote creative teaching, and/or enhance classroom experiences**. (Use additional pages, as needed.)

Please include a brief budget summary listing specific materials/expenses. Make sure expenses add up to the amount you requested. If other funding sources are involved, please elaborate. (Use additional pages, as needed).