

Rotary Club of Sebastopol Teacher Mini-Grant Program

GUIDELINES FOR PREPARING A SUCCESSFUL GRANT APPLICATION

Sebastopol Rotary Teacher Mini-Grants are competitive. Although we wish we could respond with an award for every application, the truth is we receive far more applications than we can possibly fund. The following are some guidelines for preparing a successful application. Of course, we make no guarantees!

- **Make it legible. Please print clearly, or download the Word version of the application and complete it on your computer.**
- **Keep your description short and succinct. Tell us what you want up front, and then explain why you want it.**
- **Complete the entire form. Writing “see attached” in the description section, then describing your project in a lengthy attachment, is not viewed favorably by the grants committee.**
- **Do your homework. Try to request an exact amount. An applications that specify a certain item or items which an applicant wishes to purchase, and notes where it will be bought and an exact price, are viewed more favorably than applications that simply ask for the maximum amount without any evidence that the applicant even knows what the item will cost. For example, an application for an item that costs \$253.17 (including tax and shipping) from a specific retailer is often viewed more favorably than an application for \$300 toward the purchase of unspecified supplies. Don't forget to include shipping charges, taxes and other charges you can anticipate.**
- **If our grant won't cover the full amount of your project or item be sure to tell us how you will cover the remaining costs.**
- **Remember to submit the number of copies specified in the application.**
- **Use your school's mailing address, not your home address. We send a single check to each school for the total amount awarded to teachers at a particular school. Funds are then disbursed by the school administration.**
- **Don't give up! If your grant is not funded, please, try again. We do keep track of how the awards are distributed, who has submitted an application, and what each teacher has requested.**
- **Support the Sebastopol Rotary Crab Feed held each year in February. All of our Mini-Grant funds are generated from this fundraiser which, since its inception in 2002, has raised approximately \$100,000 for West County education. For more information about the Crab Feed visit SebastopolRotary.com.**