

## **Rotary Club of Sebastopol Teacher Mini-Grant Application Guidelines**

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 an application that has the best chance of being funded.

1. Grant applications are accepted from public and private schools located within the boundaries of the West Sonoma County Union High School District.
2. Make it legible. Please print clearly, or download the Word version of the application and complete it on your computer.
3. Keep your description short and succinct. Tell us what you want up front, and then explain why you want it.
4. 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.
5. Do your homework. Try to request an exact amount. 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.
6. 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.
7. Remember to submit the number of copies specified in the application.
8. 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.
9. 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.
10. 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](http://SebastopolRotary.com).

### **We Are MORE Likely to Fund:**

- Requests that focus on basic skills: reading, composition, math, science, physical education for the greatest number of students, especially when funding is limited.
- An application that specifies a certain item or items which an applicant wishes to purchase, and notes where it will be bought and an exact price.
- When the Request is to fund part of an item or activity that costs more than the individual Mini-Grant maximum, and the remainder of the funding has already been obtained.
- Requests that benefit a large number of students.
- Requests for equipment that will benefit students over multiple school years.

### **We Are LESS Likely to Fund:**

- Requests that benefit only a few students.
- When the request is to fund part of an item or activity that costs more than the individual Mini-Grant maximum, and the remainder of the funding has not already been obtained.
- Requests from multiple teachers at the same school to fund a single large item or project. Such requests should be directed to the Community Grants Program.
- An application that simply ask for the maximum amount without any evidence that the applicant even knows what the item will cost.
- Requests for funding field trips for individuals or where our mini-grant would only fund a fraction of the cost.

### **Other Requirements**

- The maximum amount funded per grant is \$400.
- Grants for field trips, supplies, special programs, and other non-capital expenditures must be used within 120 days of funding.
- An individual teacher is eligible to receive a maximum of one Mini-Grant per funding cycle, and a maximum of two Mini-Grants per school year.
- Funding will not be provided for religious education.
- The Rotary Club of Sebastopol requests that any teacher who receives an award submit some evidence that their project was completed successfully. Photos or newspaper articles submitted by teachers may be used to promote the Mini-Grant program.
- These procedures, funding cycles, and grant amounts are subject to change without notice by the Rotary Club of Sebastopol. All decisions regarding grant applications by the Board of Directors of the Rotary Club of Sebastopol shall be final.