THE PORTLAND FOUNDATION
Teacher Creativity 2019 Mini-Grant Application Instructions

Please save the application to your computer BEFORE filling out.

Thank you for your interest in The Portland Foundation (the Foundation). Please review the following information carefully. While the Foundation would like to support all the important work being carried out by Jay County's teachers, its financial resources are limited.

Teacher Creativity Mini-Grants ($300 or less) are to help cover the costs of learning experiences which teachers feel are important to the education of their students, yet are outside the budget of their school. These grants are to be used for field trips, class projects, programs, music or art instruction, speakers, educational materials, seminars, and other uses at the discretion of the Foundation's Board of Trustees. **PLEASE BE CREATIVE**. The more creative your project is, the better its chances of receiving funding. The Foundation is *very reluctant* to provide funding for on-going projects, projects that have been funded through this program in the past and materials and projects that could reasonably be expected to be included in school budgets. However, exceptions to this may be made at the discretion of the Board of Trustees.

Requests totaling more than $300 must be submitted using the Foundation's general Grant Application and during the Foundation's general Grant Cycles. Contact the Foundation office at (260) 726-4260 if you have any questions or need assistance with your application.

Once a grant is received, the Foundation anticipates that the funds shall be expended during the **calendar year** awarded. **Failure to use funds for the purpose designated will result in obligation to repay grant money!** If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation which contains a request to encumber the funds for the following calendar/fiscal year. The Foundation's Board of Trustees will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle.

PROPOSALS SHALL INCLUDE

- **Completed electronic application submitted via email to jcook@portlandfoundation.org**
- **Budget for proposed project with purchase estimates**

WHEN TO APPLY

The Foundation Board considers teacher mini-grants twice a year – in February and August. Completed applications must be received at the Foundation office by **5:00p.m**. on:

January 10, 2019 **for consideration in February**
June 1, 2019 **for consideration in August**

The Portland Foundation reserves the right to revoke a grant if the implemented project does not comply with our guidelines or does not reflect the application that was submitted.

THE PORTLAND FOUNDATION
Teacher Creativity Mini-Grant Application

Application should not exceed two pages.

REQUEST BY:

Teacher(s): _____

Grade level: _____ # Students_____

School: _____

School Address: _____

School Phone # _____ Contact Phone # (if different) _____

DISTRIBUTION:

Amount Requested (max $300) _____ Total Cost of Project: _____

Payable to _____

If the total cost of the project exceeds $300, where will the excess funding come from?

Are there other sources of funding available for your project (ex. PTO)? ___Yes ___No if yes, have you applied ___Yes ___No and received additional funding? ___Yes ___No From where?

_____

BRIEF DESCRIPTION OF PURPOSE AND USE OF FUNDS:

Does your project involve the use of materials that can be reused or shared by future classes or programs? If yes, please explain.

What do you want the students to learn from this project and how are Indiana Educational State Standards incorporated?

Signature of Requestor **Date**	**Signature of School Principal** **Date**
typed signature & date	**typed signature & date**