



MINI GRANT INFORMATION AND APPLICATION FORM (Page1)

FOUNDATION MISSION

The goals and purposes of the Mitsubishi Cement Corporation Educational Foundation (MCCEF) are to develop and implement educational programs for the students of the Lucerne Valley Unified School District that enhance the educational experience that would otherwise be unavailable to them, with an emphasis on the natural and applied sciences that foster ethical, social, and intellectual development, that nurture the student's capacities to think skillfully and critically, and that promotes commitments to life-long education, creativity, personal responsibility and respect for others.

WHAT IS THE MCCEF MINI-GRANT PROGRAM?

In addition to providing scholarships for Lucerne Valley High School Seniors, the MCCEF supports innovative programs at the classroom and / or site level. Teachers may apply for mini-grants of up to \$2000 individually, or up to \$3000 as a team to develop and implement programs which enrich the student experience. MCCEF Mini-Grants should be used to benefit students in the school year received. Equipment purchased under this grant will remain the property of the school.

WHO IS ELIGIBLE?

Any Lucerne Valley teacher(s) may apply. These grants should be for projects or programs that would be designed and implemented by students with faculty support.

TYPES OF MCCEF GRANT APPLICATIONS

Examples of acceptable MCCEF mini-grants include (but are not limited to):

- Computer software or hardware
- Science Studies
- Science Equipment
- Classroom materials
- Library Science Books
- Field Trips / Assemblies

The MCCEF mini-grant program committee encourages applicants to be creative!

APPLICATIONS DUE

Fall Mini-Grant applications must be submitted to the District Superintendent's Secretary between May 1st and June 1st of each year. The District will review them for completeness and conformity with the Foundation's requirements as set forth in this Mini-Grant Information and Application Form, and submit them to the Foundation no later than June 10th for consideration at the June Board Meeting.

Spring Mini-Grant applications must be submitted to the District Superintendent's Secretary between November 1st and December 1st of each year. The District will review them for completeness and conformity with the Foundation's requirements as set forth in this Mini-Grant Information and Application Form, and submit them in one email and one hard-copy packet to the Foundation no later than December 10th for consideration at the December Foundation Board Meeting.

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APPLICATION INSTRUCTIONS

General Instructions:

- **Fill out the attached Mini Grant Application**, with all information including signatures of principal and teacher(s), and itemized Budget Request / Explanation.
- Include a Narrative of the proposal. Submit on white, 8½” by 11” paper with legible print or type.
- Submit the completed mini-grant application package: Mini Grant Application Form and Proposal Narrative to the Lucerne Valley Unified School District Office, Attn: District Superintendent’s Secretary.
- The awardee (or, in the case of a joint application, the lead awardee) will be responsible for submitting a written post-event report with photographs and event materials to the Foundation.

Narrative Instructions:

Please address the following elements using no more than two single-spaced pages:

1. **Need:** Briefly explain the need for your proposed project.
2. **Goal:** State the desired outcome(s) of this project. How many students will be involved? How will this project positively impact these students?
3. **Methods:** Describe the major activities students/teachers will engage in to accomplish your goals; explaining how this project builds upon or departs from existing curriculum and/or classroom practice.
4. **Evaluation:** How will you know that you achieved the goals of the project? (i.e. How will you demonstrate that the project made a difference in your students’ lives?)
5. **Dissemination:** How and will you share the successes/challenges of the project with others (including the MCCEF mini-grant program committee?)
6. **Timeline:** Please provide a timeline of all activities for your project.

GRANTS AWARDED

The Foundation will review District-vetted applications, and evaluate them for completeness and compliance with the Foundation’s criteria, benefits to students and clarity. Fall Mini-Grants will be awarded and funded by August 15th and Spring Mini-Grants will be awarded and funded by January 15th.

The Foundation will send the approved Project Information Sheets for each awarded Mini-Grant to the District’s Fiscal Services Clerk within five (5) business days of being awarded. Disbursals will be sent to the District’s Fiscal Services Clerk, upon receiving all invoices and receipts for the awarded project.

For questions or clarification, please contact the District Office at (760) 248-6108

Important Note: Except for exigent circumstances, for which extensions may be granted by the Foundation, Teachers have only six months from the award date to use Mini-Grants, after which the Mini-grants will expire.



Mitsubishi Cement Corporation
EDUCATIONAL FOUNDATION

MINI – GRANT APPLICATION FORM

Project Information

Project Title: _____
 Project Start Date: _____
 Required Funding Date: _____
 Grade Level(s) / Department(s): _____
 Number of students affected: _____
 Number of staff / adult participants: _____
 Area of Emphasis: () Life Science () Math Science
 () Computers / Technology () Physical Science
 () Counseling / Life Skills () Staff Development
 () Other: _____

Lead Teacher Name: _____ Email: _____
 School Site: _____
 Teacher Signature: _____ Date: _____
 Principal's Signature: _____ Date: _____
 District Superintendent: _____ Date: _____

ITEMIZED BUDGET REQUEST / EXPLANATION

The Foundation is requesting to see exactly where and how the proposed funds will be spent
and how you arrived at the amount you have requested for your proposed project.

<u>Category</u>	<u>Budget</u>	<u>Explanation</u>
Books _____	_____	_____
Supplies _____	_____	_____
Equipment _____	_____	_____
Travel, Conference _____	_____	_____
Speakers / Assembly _____	_____	_____
Other, please explain _____	_____	_____
Total Project Cost \$ _____		

Please List and explain any contribution already provided for this project by the school and/or other source(s) such as Booster Club, parent donation, business or service club donation. (Outright dollar amounts as well as in-kind services)

<u>Amount</u>	<u>Source</u>
_____	MEEC
_____	Other _____
_____	Other _____
Balance Required \$ _____	Mitsubishi Cement Corporation Educational Foundation

Please attach a Narrative Description of the proposal on a separate 8½" x 11" sheet of paper.

APPROVAL:

Date: _____
 Amount: _____
 Notes: _____

DENIAL:

Date: _____
 Reason: _____