



Farmington/Farmington Hills Education Foundation Mini Grant Guidelines

The Farmington/Farmington Hills Education Foundation (FFHEF) is pleased to offer Farmington Public Schools' staff members and school support organizations the opportunity to apply for a Mini Grant. Mini Grant awards will not exceed \$750. The goal of these grants is to provide funding for programs that align with FFHEF's mission to "foster investment in innovative educational opportunities to benefit the students of Farmington Public Schools" and its targeted investment areas of Technology, Academic Achievement, The Arts and Extracurricular Enrichment.

This application seeks only preliminary information. No representations, promises and/or warranties are made by the Foundation, its Trustees or its agents that you will either be given a grant or that any special consideration will be given to this application.

GRANTS APPLICATION PROCESS

- ◆ You must complete the **Online Application** – paper applications are not accepted - before any consideration for a grant is given by the Foundation. Budget information should accurately reflect the total costs of the project and additional funding sources (if any). The application was developed using Survey Monkey and can be accessed at www.ffhedfoundation.org under the **Grants** menu item.
- ◆ Grants that request new technology equipment or supplies (hardware, software, licenses or internet access) should review the District Approved Equipment link. Applicants will be contacted if the request does not meet District specifications. Grant requests should not include technology items that have long-term support costs associated with them including equipment such as monitors, printers, TVs and DVD players or items that will ultimately be purchased with bond dollars.
- ◆ Budget information should accurately reflect the current costs of the project (if needed, you may be asked to submit verification of cost estimates).
- ◆ Funding from other sources (PTAs/PTSAs, donations, fees, fundraisers, booster groups, community groups, etc) is strongly encouraged and will be looked upon favorably in the grant review process. Please include all sources of funding in your application. Projects that require funding in excess of \$750 should include an explanation of how the remaining funds will be obtained, e.g. matching grants, fundraising, etc.
- ◆ Applications must be completed in a single session. We strongly recommend that you write your responses in a Word document first. Copy and paste your replies directly in the online survey. A printable application is available on our website at www.ffhedfoundation.org under the **Grants** menu item.
- ◆ Questions regarding the grant application process may be directed to Nancy Jennings, FFHEF Executive Director, at 248.426.2897 or via email at director@ffhedfoundation.org.



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GRANT REVIEW PROCESS

- ◆ Grants will be awarded after a review process conducted by an impartial Foundation Grant Allocation Committee consisting of FPS administrators, volunteer teachers, community members and FFHEF board members.
- ◆ The Grant Allocation Committee will provide the Board of Trustees with their recommendations. The Board will make the final approval.

GRANT AWARDS PROCESS

- ◆ Grant recipients must review and sign a Grant Agreement before funds will be made available.
- ◆ Grant recipients will be asked to develop a written Final Summary Report and/or presentation on the outcome of their grant project for the FFHEF Board of Trustees at a meeting and/or recognition event. Digital photos of grant projects are strongly encouraged and should be included in the final report.
- ◆ The Grant may be used only for the purpose intended and the project must be implemented during the current school year; an exception may be considered, but is rarely granted.
- ◆ Grant recipients agree that all materials and equipment funded by the Grant become the property of the Farmington Public Schools.

GRANT EVALUATION CRITERIA:

- √ Is the project innovative in its approach to learning or teaching?
- √ Does the project address one of the Foundation's investment areas?
- √ Are the goals, objectives, outcomes and benefits of the project to student learning clearly identified?
- √ To what extent are students directly involved?
- √ Does the project address the District's adopted curriculum standards in one or more content areas and/or School Improvement Plan?
- √ Is there potential for replicating the project across the District?
- √ Can the program/project be sustained for multiple years and/or with a broader population?
- √ Has the applicant, program or project received previous grants from the Education Foundation?