

The East Hampton Education Foundation

*Serving Amagansett, East Hampton, Montauk,
Sagaponack, Springs & Wainscott*

Mini-Grants Program 2024-25 *From \$200 to \$2,000*



East Hampton Education Foundation

Deadline – Friday, November 15, 2024

Packet Contents

1. Guidelines for completing the application
2. 2024-2025 Schedule
3. Application Cover Sheet (page 1 of 2)
4. Application Project Proposal (page 2 of 2)
5. Sample / Model - Application Project Proposal
6. After the grant activity is completed, you are asked to participate in a Zoom meeting with members of the Grant Committee. This will be a 5-10 minute discussion of points found on the last page of this application. Future funding for you or your school is contingent upon completion of a final report.

Guidelines for the Mini-Grant Program Application

- ✓ Please complete the application online. (Pages 1 and 2);
- ✓ Include a signature from your building principal and/or area director
- ✓ Send a digital copy of pages info@EH-EF.org
- ✓ **Your application must be received on or before November 15, 2024 in order to ensure timely screening.**

2023-2024 Schedule

September 2024	GEHEF Board meeting – review financial status and determine dollar amount available for this cycle
September 15, 2024	Disseminate applications
November 15, 2024	Grant application deadline
November 18, 2024	Grants committee meets to review applications
December 2024	Grants committee reports and makes recommendations for full Board vote on grant approvals
January 2025	Announcements made to grant recipients
January 2025-September 2025	Grants funded, launched, completed, and final reports submitted

Funding

- ✓ Mini-grants may range from \$200 to \$2,000;
- ✓ The Foundation may elect to fund projects in part or in full;
- ✓ Grants may not cover salaries or payments to individuals for their time;
- ✓ At the conclusion of the project, a final interview with members of the Grant Committee via ZOOM must be completed. **Please see last page for possible discussion questions. Future funding for you or your school is contingent upon completion of a final interview.** Final Interview should be completed prior to the start of the 2025 school year.

**The East Hampton Education Foundation
Mini-Grant Program Application – Cover Sheet**

Page 1 of 2

Applicant's name _____

Applicant's home e-mail address _____

School name _____

School address _____

School phone number _____

Principal of school involved _____

K-12 Director (if any) of school involved _____

Title of proposed project _____

Short description of proposed project _____

Projected starting date _____

Projected ending date _____

Total grant request (total not to exceed \$2,000) _____

**The East Hampton Education Foundation
Mini-Grant Program Application – Project Proposal**

Page 2 of 2 (Add extra pages, if necessary)

- Describe your proposal. How does it provide *innovative* educational opportunities for students that are currently not possible in your school?

- Who will be involved? How many students will this affect/impact?

- What are your project goals?

- Where will the project take place?

- How will the grant monies be spent? (I understand that I need to save all receipts as proof of all expenditures) Please include catalogue information, pictures of equipment being ordered, and any relevant information which would be useful to the Committee.

Supplies & equipment:

Services:

Transportation:

Other:

Total:

Signatures:

Applicant _____ Date_____

Building Principal _____ Date_____

K-12 Director _____ Date_____

Please forward a digital copy of pages 1 and 2
to info@EH-EF.org

SAMPLE / MODEL

The East Hampton Education Foundation Mini-Grant Program Application – Project Proposal

Page 2 of 2 (Add extra pages, if necessary)

- Describe your proposal. How does it provide *innovative* educational opportunities for students that are currently not possible in your school?

In order to enhance the Core Curriculum Standards for Literacy, Music, Visual Arts, and Technology at Bernardsville Middle School, students will research an artist and a specific painting that is on display at BMS. They will research (on-line), write an original piece on the artist and his/her work, select music to accompany the writing, and then make an audiotape. Audiotapes will be merged so that listeners and viewers can tour the BMS halls as a "Gallery Walk" similar to art museums. We will have an evening "Gallery Walk" opening for parents and community members.

- Who will be involved? How many students will this affect/impact?

*Up to 30 students (open to Grades 5-8)
Guest lecturer on various artists and their work*

- What are your goals with this project?
 - To increase knowledge of the art history component of DBAE (Discipline Based Art Education).*
 - To integrate use of technology into an interdisciplinary project.*
 - To provide an authentic learning experience which has a real audience.*
 - To enhance the learning environment and climate of BMS.*
- Where will the project take place?

*Students will work in the art room during the activity period.
Students will utilize the computer room for on-line research.*

- How will the grant monies be spent? (I understand that I need to save all receipts as proof of all expenditures)

Supplies and equipment:	20 tape cassettes @ \$2	\$ 40
	20 tape players @ \$20	\$ 400
	Art history resource books	\$ 150
	Art prints with frames	\$ 900
	Gallery opening refreshments	+ \$ 60
Total:		\$1,550

**The East Hampton Education Foundation
Mini-Grant Program - Final Report/ Interview Discussion**

Name of your program that received mini grant funding:

How many students participated? _____

How many staff members participated? _____

How was the grant money distributed?

Supplies and Equipment:	
Professional Services:	
Transportation:	
Other:	

Please provide your assessment of the program: Possible topics to be discussed.

1. What were the highlights of the project?
2. Did you meet your project goals?
3. Do you consider the project a success?
4. What evidence can you provide that students were impacted by the project? To what degree were students impacted by the implementation of the project
5. Would you make any changes to the implementation of the project?
6. What recommendations do you have for others who might like to implement this project?
7. Do you anticipate continuing the project in the future?

Please provide:

1. **Brief quotes from three students about their participation in the project**
2. **Several photographs and/or other documentation that illustrate the grant activity in jpg or png format.**