



## Lenoir County Education Foundation

P.O. Box 157  
Kinston, NC 28502-0157  
252-527-1131  
Fax: 252-527-1914

TO: Teachers, Media Coordinators, Guidance Counselors, and Principals

FROM: Laura Lee Sylvester

DATE: August 29, 2018

SUBJECT: Lenoir County Education Foundation Mini Grant Application

### **MEMORANDUM**

The Lenoir County Education Foundation proudly sponsors a Mini Grant Program designed to encourage teachers, media coordinators, guidance counselors, and principals to go beyond the basic curriculum by offering **creative and innovative educational opportunities** for their students for which federal, state, and local funding is not available. Grant applications may be submitted for amounts up to \$500. The deadline for grant applications to be received at the Chamber office is Wednesday, October 31, 2018 by 5 p.m. (No exceptions please.)

The amount of funds awarded this year will be determined by the fundraising results of the Adult Spelling Bee and other events. It is estimated that a minimum of \$15,000 in mini grants will be funded. Mini grants will be awarded in December. If you are awarded a mini grant, please consider purchasing equipment and supplies from a Kinston-Lenoir County Chamber of Commerce member. The Chamber membership directory is available online at [www.kinstonchamber.com](http://www.kinstonchamber.com).

**THE SELECTION PROCESS** – The Selection Committee, comprised of a cross-section of community leaders, will review the grant applications. The Selection Committee will consider several factors in evaluating the applications, including, but not limited to:

- Creativity
- Benefit to the students
- Number of students served
- Incorporation of project into current goals and objectives
- Efficient use of funds
- Sustainability or use over multiple years

**GUIDELINES** – The following guidelines should be considered when applying for a mini grant:

- **You are not permitted to mention your name or your school's name in the body of your application.**

- Applications must be typed or computer generated and stapled. Handwritten applications will be disqualified.
- If you are submitting an application with several teachers, all names and signatures must be submitted on one grant application.
- **All sections** of the Mini Grant application, **including** the cover sheet, **must be completed** and submitted to the Lenoir County Education Foundation (Chamber of Commerce) by Wednesday, Oct. 31, at 5 p.m. (no exceptions please) **Incomplete applications will be disqualified.**
- Funds may be used to purchase equipment or to provide field-trip transportation as a component of a well-planned, creative unit of instruction **only** as it relates to the total project.
- Incorporating matching funds or community resources is encouraged. For example, PTA/PTO organizations could raise matching funds. Community groups could donate needed equipment, services or supplies.
- **Submit an original and (4) four copies of each grant application. (5 copies total)**
- Projects approved for funding must be implemented before the end of the 2018-2019 school year.
- A grant completion form, given to recipients at the time of grant funding, must be submitted upon closure of the project, with original receipts for all funds spent on or before Monday, April 8, 2019, at 5 p.m.
- **Any unused funding over \$5 must be returned to the Education Foundation when the grant completion report and receipts are submitted.**

**Any deviation from the above guidelines will disqualify your application.**

Failure to submit the grant completion report and return of unused funding will disqualify you from future mini grant funding.

**For more information concerning the Lenoir County Education Foundation  
Mini Grant Program, please contact:**

Laura Lee Sylvester, Executive Director  
 Lenoir County Education Foundation  
 301 North Queen Street  
 P.O. Box 157  
 Kinston, NC 28502  
 Telephone: 252-527-1131  
 Fax: 252-527-1914  
 Email [lsylvester@kinstonchamber.com](mailto:lsylvester@kinstonchamber.com)



**Lenoir County Education Foundation  
MINI GRANT APPLICATION  
COVER SHEET**

Application Deadline: Wednesday, October 31, 2018 by 5:00 pm.

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Title of Project: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
Name

Title: \_\_\_\_\_  
(Teacher, Fine Arts Teacher, Media Coordinator, Guidance Counselor, or Principal)

School: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I/we have read this application and agree to abide by all of the guidelines and will ensure that this project will be implemented at this school. To the best of my/our knowledge, the materials requested are not currently available in this school. I/we agree to submit the grant completion form on or before Monday, April 8, 2019, at 5 p.m. if awarded a Mini Grant.

Number of Teachers Applying for This Grant: \_\_\_\_\_

Applicant's Signature (s): \_\_\_\_\_

(please add additional signature lines if needed)

Principal's Signature: \_\_\_\_\_

The Mini Grant Program was initiated to encourage creativity in effective teaching and to increase the cooperation between our community and the public school system through community funding of special programs.

**Mail to:**  
Lenoir County Education Foundation  
Mini Grant Program  
P.O. Box 157  
Kinston, NC 28502

Applications not typed or computer generated will be disqualified.

Lenoir County Education Foundation

**MINI GRANT APPLICATION FORM**

Title of Project: \_\_\_\_\_

Target Population's Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Number of Students Involved: \_\_\_\_\_

Amount Requested: \_\_\_\_\_  
(*Grant applications may be submitted for amounts up to \$500.*)

**PROJECT DESCRIPTION:**

**GOALS AND OBJECTIVES:** (What do you hope to accomplish? How does this project help you or your school to accomplish the goals in your curriculum or School Improvement Plan?)

**SCHEDULE OF ACTIVITIES:** (Provide approximate dates/timeline for your project.)

**EVALUATION:** (Give specifics of how you will determine whether or not your objectives have been achieved and whether or not your project was successful? Begin sentences with “Students will...”)

**DETAILED BUDGET REQUEST:** (List each item separately with approximate cost. List materials, supplies, etc. needed for this project. Please consider purchasing equipment and supplies from a Kinston-Lenoir County Chamber of Commerce member. A membership directory is available on-line at [www.kinstonchamber.com](http://www.kinstonchamber.com).)

**ADDITIONAL FUNDS:** (Please explain if additional funds are available to you and list the sources of these funds.)

If you have any questions or need assistance, please call the Lenoir County Education Foundation Executive Director Laura Lee Sylvester at 527-1131 or email her at [llsylvester@kinstonchamber.com](mailto:llsylvester@kinstonchamber.com)

Reminder: Please staple this application and do not use paper clips.