



# 2024 MINI-GRANT APPLICATION

_____	_____	_____
Applicant	Home Street Address	Home Phone
_____	_____	_____
Grade and/or Position	Home City, State Zip	School Phone
_____	_____	_____
Email Address(s)	Building Principal	School Building

## MINI-GRANT PROPOSAL

_____	_____
Mini Grant Project Title	Total Budget Request

**Mini-Grants** are modest cash awards to support, encourage, and facilitate innovative teaching ideas. The Woodland Hills Foundation offers Mini-Grants to any member of the Woodland Hills School District’s instruction and professional staff (e.g., teachers, counselors, librarians, nurses) who have a great idea for a project that will make a positive difference in the learning experience of their students.


**The deadline to apply is Tuesday, October 1, 2024. Requests should not exceed \$1,200.00.**

**Submit this application to: [minigrant.whfoundation@gmail.com](mailto:minigrant.whfoundation@gmail.com) AND [jennifer.whfoundation@gmail.com](mailto:jennifer.whfoundation@gmail.com)**

**Dream Book** requests are cash awards for equipment and supplies that would enhance teaching and learning experiences. Teachers and principals throughout the district are invited to share what programs, teaching innovations and supplies they simply cannot get because there isn’t money in the budget. The dream book requests are funded through public support and funding is not guaranteed. To apply for a Dream Book Request, visit the Dream Book Page on the website and click “Apply for a Dream”.

**Check the box next to the appropriate funding request:**

- Mini Grant       Mini Grant and Dream Book (you must also complete a Dream Book application)

 **STOP! Before submitting your application, review the checklist at the end of this document.**

**PROJECT SUMMARY:**

(1) Elaborate on your project. Describe the impact on your students and any other affected population. Describe your implementation plan, including an approximate project schedule. Include methods and necessary materials or other expenditures.

(2) What are the educational objectives of this project? How will you determine that these objectives have been achieved?

(3) Approximately how many students and what grade levels will be directly involved with this project? Will other students or community members be affected indirectly? Explain your numbers (e.g. 25 students present project to an audience of 80).

(4) Detail your budget request. Be specific: special materials, honoraria, computersoftware, film, food, essential transportation costs, etc. Your total request should not exceed \$1,500.

Item	Source/Supplier	Qty	Unit Cost	Total Cost

**GRAND TOTAL: (must match total budget request on page 1)**

## MINI GRANT CHECKLIST:

### REQUIREMENTS FOR SUBMISSION OF APPLICATION:

Any variance from the submission requirements will result in administrative rejection of application unless WHF mini grants coordinators have given prior approval for variance.

All applications must be submitted via email by the October 1st deadline.

The application must be complete, inclusive of all required components, upon submission.

The Woodland Hills Foundation Mini Grant Committee judges applications based on the following criteria. Ensure your application includes all of the following components to ensure successful completion of the application process:

### PROJECT SUMMARY:

- Contains a concise summary of the project.
- Highlights the strengths of its educational component.
- Identifies original or unique aspects of the project in contrast to regular classroom

### PROJECT NARRATIVE:

- Describes the process or steps involved in carrying out the project. Articulates how project is innovative, creative and unique.
- Explains how project enhances or adds a new dimension to the required curriculum for the subject.
- Identifies clear educational objectives and expected learning outcomes. Describes alignment with subject learning standards if applicable.

### PROJECT EVALUATION:

Summarizes major components of evaluation plan such as:

- Identifies a method for assessing the outcome of project relative to its original educational objectives.
- Includes a method to assess new knowledge and/or skills attained by students participating in project. May include unexpected learning that occurred.
- May include other indicators of the projects success, such as expected long term impact on participating students, as well as the school or community at large. Also, may identify and explain any unexpected results.

### BUDGET:

- Contains costs that are accurate and verifiable.
- Is comprehensive, reflective of all costs of the project, including preparation of final reports.
- Does not include request for grant funding to purchase supplies or other materials that are provided by the district, or the purchase of "souvenirs" (e.g., t-shirts, hats).

Good Luck! The Woodland Hills Foundation looks forward to learning about your great teaching ideas, and appreciates the effort you put into the application. Submit this application to: [minigrant.whfoundation@gmail.com](mailto:minigrant.whfoundation@gmail.com) AND [jennifer.whfoundation@gmail.com](mailto:jennifer.whfoundation@gmail.com)