



United Education Foundation

Carbon Cliff - Barstow | Colona | East Moline | Hampton | Silvis | United Township

To: United Education Foundation Partner Schools
From: Susan Koska, UEF President
Re: The United Education Foundation Mini-Grant Program Request for Proposals
Date: 27 August 2024

The United Education Foundation (UEF) is once again sponsoring a Mini-Grant Program for the 2024-2025 school year. Mini-grants may be written in any academic area including, but not limited to, science, language arts, mathematics, health/physical education, fine arts, technology, and distance learning.

The purpose of the Mini-Grant Program is to **encourage the development of innovative classroom or school-based curricular/instructional projects that will impact student learning**. Mini-grants may be submitted by a single teacher or by a subject-area or grade-level team. The maximum award for each grant proposal selected will be **\$300**. This amount may be awarded as a single project or as multiple awards.

The mini-grant proposals will be judged using the following criteria:

- Meeting identified needs of students
- Actively involving students in learning
- Addressing state/district learning standards
- Extending, enriching, or enhancing the "regular" program
- Making learning fun

Proposals must be received on or before **FRIDAY, SEPTEMBER 20, 2024, by 4:00 p.m.** Proposals received after that date/time will not be considered. An application for proposal can also be found on the Foundation's website: <http://uefqc.org/index.php>. Completed proposals will only be accepted through the Google form.

Funded mini-grant projects will be announced no later than **Friday, October 18**, with a celebration on **Monday October 28, at 4:00 p.m.** Materials for projects may be ordered after October 28, 2024, allowing those projects to be implemented during the 2024-2025 school year.

If you have any questions, please contact Dr. Jay Morrow at 309-752-1611, or jmorrow@uths.net.



**UNITED EDUCATION FOUNDATION
MINI-GRANT PROGRAM
INFORMATION AND GUIDELINES**

The accompanying Request for Proposal, including budget page, must be received on or before **FRIDAY, SEPTEMBER 20, 2024, by 4:00 p.m.** Proposals must follow the Request for Proposal format in order to be considered. Requests may be made for a single classroom or multiple classrooms. Only one request per project. It may not be possible to fund multiple projects from one applicant.

Proposals will be reviewed over each of the following criteria:

Identified Need(s)	The proposal meets the learning needs of students.
Active Learning	Student-centered instruction that requires students to think, question, manipulate, discover, and/or problem-solve to learn skills and concepts.
Address Learning Standards	The proposal and its activities are aligned with state/local learning standards and/or benchmarks.
Extend, Enrich, or Enhance the "Regular" Program	Activities which go beyond the standard curriculum and traditional instruction to present learning in new and/or different ways.
Affective Domain (Make Learning Fun)	Activities which make learning "come alive" for students by taking it out of the textbook and putting it in the real world.

Proposals will be selected by a committee of UEF members.

The maximum award for any proposal (whether for a single classroom or multiple classrooms) will be \$300. Proposals may be selected, but the final budget dollar amount may be reduced. Awarded dollars may be used for such things as materials and supplies, books, periodicals, computer software, videos, curriculum materials, equipment, field trips, and classroom speakers. It may not be used for college tuition, teacher stipends, workshop costs, or substitute teacher costs.

Each school district will follow its normal purchasing procedures to expend the mini-grant funds. Requests for reimbursement may be submitted with receipts once funds are expended. One reimbursement check per district will be issued. All awarded mini-grant dollars must be spent prior to the end of the 2024-2025 school year.

Completed proposals must be submitted through the Google form by the deadline. Please contact Dr. Jay Morrow at 309-752-1611, or email jmorrow@uths.net, with any questions.

**UNITED EDUCATION FOUNDATION
MINI-GRANT PROGRAM
2024-2025 SCHOOL YEAR
REQUEST FOR PROPOSALS**

Title of Project

Applicant(s)' Name(s)

Applicant(s)' email(s)

Name of School

Date submitted

Total dollars requested

Number of students served

Student Grade level(s)

1. Describe the needs that are being met by this project.

2. What state/district learning standards are being addressed by this project?

3. Provide an overview of the project making sure to address: a) how it provides for active learning; b) how it extends, enriches or enhances the regular program; and c) how it makes learning fun for students.

4. How will the project be evaluated?

**UNITED EDUCATION FOUNDATION
MINI-GRANT PROGRAM
2024-2025 SCHOOL YEAR
BUDGET FORM**

Title of Project

Category:

Amount Requested:

An itemized list of all materials and equipment to be purchased **must be submitted** with the grant application in order for the grant to be approved. **Failure to submit these details will result in disqualification of the application.**

Personnel (consultants/speakers/resource persons)

Supplies and instructional materials

Equipment

Other

Total Cost \$