

Taylorville Public Schools Foundation
2026 - 2027 Mini-Grant Application
Grades K - 5

In order to provide opportunities for staff to be creative and innovative in the classroom, Mini-Grants will be provided to district teachers. Due to the excellent response from teachers and yearly funds available, the Foundation will award Mini-Grants on an alternating grade level basis. Teachers will have the opportunity to write grants on alternating years dependent on grade level taught (K-5 teachers, 6th-12th teachers on alternating/rotating years).

Grant applications will be accepted from August 15th through October 1st. You will be notified that your application has been received within two weeks after the October 1st deadline. The Committee will then review these applications anonymously. You will be contacted in November regarding your grant application.

Applications MUST adhere to policy guidelines; applications that do not follow the guidelines will be rejected.

Mini-Grant Terms and Conditions

- Applicants must be full-time PEL licensed staff employed by the Taylorville Community Unit School District and/or working in the Taylorville Community Unit School District.

- Applicants may apply either individually or jointly.
 - An *Individual Application* is one in which a single applicant is seeking funding at or below the annual maximum of \$500 **which includes shipping costs**.
 - A *Joint Application* allows up to four (4) teachers to apply for funding in the following increments:
 - 2 Teachers – not to exceed \$1000 including shipping costs
 - 3 Teachers – not to exceed \$1500 including shipping costs
 - 4 Teachers – not to exceed \$2000 including shipping costs

- Teachers are limited to one Mini-Grant each school year. Joint applications count as one application for each teacher involved. Be mindful of the grade level rotation year.

- Teachers should propose a project that must be tangible, reusable and consistent with better learning. Funds may be spent for computer technology, classroom equipment, literacy building, etc.
 - ❖ Please avoid projects that involve excessive paper products, lamination, or construction materials that would be provided by the district. Consumable products will not be considered for funding.

- Ideas for Mini-Grants may come from all instructional areas.
- Entry fees, trip fees, gift cards, and/or personal scholarships will not be considered.

Technology Mini-Grant Terms and Conditions

- Technology requests include but are not limited to computers, ChromeBooks, Smartboards, Promethean Boards, software, cameras, etc.
- Applications **MUST** include a report and prices quoted from the **District Technology Department** to verify that the requested items meet the District technology requirements.

Required Elements for Request to be Considered

- The vendor's completed order form must be submitted with the application. A copy of the catalog page or website print-out with the item marked must also be attached. (Please do not send the entire catalog.)
- **SUBMIT FIVE STAPLED COPIES OF YOUR ENTIRE APPLICATION**, excluding these cover/instruction pages. Place applications in an envelope and send/take all copies to the Unit Office, Attention: Taylorville Public Schools Foundation.

Funding Source and Budget

Funding for the Mini-Grant is provided by tax-deductible donations as well as through fundraising activities of the Taylorville Public Schools Foundation.

- Please keep in mind that the Taylorville Public Schools Foundation is a tax-exempt organization. Do not include sales tax in your Mini-Grant application.
- The maximum amount per Mini-Grant is \$500.00 per single applicant and should not exceed \$2,000.00 for a combined effort of four applicants. Mini-Grants for less than \$500 will be accepted for consideration.
- Your application must include the correct number of items, correct total price, and shipping fees, if applicable. **Applications that do not adhere to these guidelines will not be considered.**

Approved Applications

- Purchase orders for the awardees will automatically be issued by the administration office unless other arrangements are made with district staff at the Unit Office. **Awardees will need to enter a requisition through Skyward.** You will receive an email from district office staff with instructions on the ordering process. You may contact Megan Tryon (mtryon@tscud3.org) or call 824-4951 with questions.
- Online orders that require credit card payment will be processed with the District's credit card and will be reimbursed to the District by the Foundation.

- All purchases will be completed by the end of December of the Mini-Grant application year.

Judging & Follow-Up

- A grant award committee of the Taylorville Public Schools Foundation's Board of Directors will read the Mini-Grant applications individually.
- Final recommendations of the grant award committee will be reported to the Taylorville Public Schools Foundation Board of Directors for approval.
- Notification of approval or denial will be sent to each teacher who submitted an application.
- An acknowledgment of your grant's selection such as pictures and descriptions is appreciated for promotional use by the Taylorville Public Schools Foundation.

MINI GRANT APPLICATION

Submission Deadline: October 1st of current calendar year

**** This entire application form (not an attachment or letter) must be completed as follows. ****

☐ Individual ☒ Joint

Teacher(s) First and Last Names:

Teacher(s) email address(es)

School /Grade Level /Number of Students Served

Subject of applicant's interest:

Description:

- I. Briefly explain what you plan to do with this grant request. Be sure to include why and how this project enriches and enhances the education process.

- II. List your budget proposal, which may not exceed \$500 including shipping, per applicant. List your vendor information including fax #, address, city/state/zip and a web address if it is to be ordered online. Be specific regarding the cost and ordering information. Quantity, Catalog Number, Description, Unit Price, Unit, and TOTAL for the items requested must be listed. Prices must be accurate and include shipping costs. Do NOT include Sales Tax. **The GRAND TOTAL amount requested must be listed and be accurate.**

VENDOR: Please list below the Address (street, city, state, zip), Contact Number, Fax Number For Online Orders please include a web address. Please be specific.

Please check here to direct TPSF to an attached document with Quantity, Description, etc. If this document is not attached, nor the information is included below, the Grant will not be considered.

QUANTITY	CATALOG NUMBER	DESCRIPTION UNIT PRICE	UNIT	TOTAL
SHIPPING NO SALES TAX GRAND TOTAL				

Submit five (5) copies in an envelope to the Unit Office marked Mini-Grant Application, Attention: Taylorville Public Schools Foundation. Mark the envelope with the description, "Mini-Grant Application".

Committee Use Only

Approved YES NO

Amount (if approved)

Comments: