



## **YOUTH ADVISORY COMMITTEE ELEMENTARY MINI-GRANTS Criteria for Elementary (K – 6th) Grantseekers**

### **Application Deadline – Anytime October – March of each school year**

**Purpose:** The intent of the mini-grants program is to introduce the concept of a community foundation and its work while supplying educational and funding opportunities. Grants of up to \$300 are available for projects or programs that will benefit elementary age students in Jackson County schools in order to encourage youth volunteerism through these projects or programs, and to enhance the school/classroom environment through positive activities.

**What can be funded:** Proposals that are school or student oriented will be considered for funding. These include special classroom projects planned by students, or extracurricular activities such as student newspapers, special sports or music projects. As this is a student program, teacher or administration projects/programs will not be considered for funding.

### **Who can apply:**

**Grades K - 1** - Teachers can either help students write the application or write it for them after class discussion for proposal ideas has occurred.

**Grades 2 - 6** - Any student(s) and an adult advisor/teacher of a school club, organization or classroom in grades 2 - 6 can apply for a grant. All applications **must be hand written by the student(s)** and MUST be signed by the teacher AND principal. If an application is written by someone other than a student(s), it will be disqualified. However, teachers are encouraged to have students work on the proposal as a total class project, help them to investigate the cost of budget items, answer questions about the form, and give suggestions about appropriate responses. ***No teacher or classroom may submit more than ONE application during each school year.***

**When & Where:** The mini-grant application may be emailed, brought or mailed to the Jackson Community Foundation's office from October – March of each school year. See address below. All proposals will be reviewed by the Youth Advisory Committee and notification of awards will be made within 8 weeks of receiving the mini-grant proposals.

**Youth Advisory Committee Mission Statement:** We are a diverse group of students uniting our voices and using our time and resources to better the lives of youth in Jackson County!

### **Teachers are encouraged to explain the following terms to students:**

**Grant** - a gift, donation, present or award.

**Proposal** - an act of putting forward or stating something for consideration.

**Budget** - a plan for the coordination of resources and expenses; the amount of money that is available for, required for, or assigned to a particular purpose

**Community Foundation** - a publicly supported organization, which administers and distributes income from (endowed) funds to community organizations.

**Questions?** Contact Cindy Bellew, [cbellew@jacksoncf.org](mailto:cbellew@jacksoncf.org) or 787-1321.

## **Mini-Grant Application**

Date: \_\_\_\_\_

Exact Amount Requested: \$ \_\_\_\_\_

Name of School: \_\_\_\_\_

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

School Phone #: \_\_\_\_\_

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

\_\_\_\_\_

Name of Program/Project/Item: \_\_\_\_\_

Name of Student Applicant: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Teacher's Email: \_\_\_\_\_

Students Complete: Tell about the project, program or item you wish to buy. (What is the project/program/item? Why is it needed? Why is it useful, important or special? How will it help others? Who and how many will it help? How long will it last? Will any volunteers be used?)

Teacher Completes: Brief description of the project or program.

Program Budget/Cost Estimate: What will you use the funding to buy? List each item below with cost(s). Be exact. (Students are encouraged to research the prices of each article.)

The following signatures are needed:

Student filling out application: \_\_\_\_\_

Teacher: \_\_\_\_\_

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

**The completed application should be emailed, mailed or delivered to:** Cindy Bellew,  
[cbellew@jacksoncf.org](mailto:cbellew@jacksoncf.org) OR

The Jackson Community Foundation  
Youth Advisory Committee  
100 South Jackson St., Suite 200  
Jackson, MI 49201  
517-787-1321

**Application Deadline: Anytime October – March of each school year. Please see our website for office hours, [www.jacksoncf.org](http://www.jacksoncf.org).**