

**ATLANTIC CITY EDUCATION FOUNDATION
TEACHER MINI GRANT**

Theme: Social Justice Issues and Other Ideas

Teacher Mini Grant Awards: \$500 - \$750

GENERAL INFORMATION

Who is eligible to apply?

Any teacher who works directly with students in the Atlantic City Public Schools is eligible to apply for the Atlantic City Education Foundation Mini Grant.

What types of activities/projects are eligible?

We're looking for creative projects that will enable our students to succeed in this ever changing environment. Select an issue and create a program or project for your students. The projects and programs should extend beyond the regular curriculum and support the New Jersey Student Learning Standards. The project or program can be integrated into the regular school day or scheduled as an after-school program.

What are the conditions for receiving an ACEF teacher grant?

Each winner will receive the ACEF Mini Grant money in advance to fulfill their project. Money received under the ACEF Mini Grant must be used for the direct benefit of Atlantic City Public School District students. The money received is for supplies to support the grant project or program. Grant money cannot be used for transportation, restaurant dining, nor salaries. The funds are intended for projects that extend beyond regular classroom activities. Documentation of all activities and expenses (with receipts) must be received on a final summary report to Atlantic City Education Foundation on or before the end of school in June. Grant monies that are not used must be refunded.

What is the annual funding period?

The grant funding period will begin on February 1 and end by the end of the school year.

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TEACHER MINI GRANT INSTRUCTIONS

1. Complete the **GRANT APPLICATION FORM** and be sure to obtain the signature of your principal or assistant principal.

2. **Give your proposed grant a title. Type a description of your project or program.** The description must contain the following:
 - a. **Clearly stated goals, objectives and activities.** These should reflect the New Jersey Student Learning Standards, but extend beyond the requirements of daily teaching pedagogy. (In other words, **be creative** and **“think outside the box”!**)
 - b. **Give these questions consideration when writing your grant.**
 - i. What is the title of your grant? Where and when will the project or program take place?
 - ii. How many students will participate? What age group or grade of students?
 - iii. Who will supervise the students in addition to the grant applicant?
 - iv. What is the tentative time line with goals/objectives, activities and evaluation for your project or presentations for students?
 - v. What do you want students to accomplish during your project or presentation?
 - c. **Provide a tentative itemized outline of your budget and/or expected expenses.**
 - d. **Provide Assessment/Evaluation** - Identify how the effectiveness of your project will be demonstrated. Discuss how your goals and objectives will be measured in your evaluation.
3. To be considered for a teacher grant, **complete your application to the Atlantic City Education Foundation by the last day of school in December**
4. ACEF Teacher Grant Initiative Award **winner**s will be **announced** by the end of January each year.

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**ATLANTIC CITY EDUCATION FOUNDATION
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GRANT APPLICATION FORM
(Please type or print.)

Application submission are due on or before the last day of school in December.

Name of Applicant _____

Project Title _____

Your School _____

School Telephone number and extension _____

Email address _____

Grade and/or Subject you teach _____

Applicant's Signature _____

CERTIFICATION OF ADMINISTRATOR

This applicant is a teacher at _____
(Name of School)

My signature, below, certifies that the ACEF Mini Grant application with the program/project was submitted to me and reviewed by me on the date shown.

Signature of Principal or Assistant Principal _____

Date certification was signed _____

Send all applications to:

Atlantic City Education Foundation
Post Office Box 7206
Atlantic City, NJ 08404-7206

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ATLANTIC CITY EDUCATION FOUNDATION
MINI GRANT

FINAL SUMMARY AND EXPENSE (WITH RECEIPTS) REPORT
(Please type or print)

Due on or before the last day of school in June

All teacher grant funds not used, must be refunded to ACEF.

INSTRUCTIONS:

- 1. Type a detailed summary of the outcome of your project.**
- 2. Write an itemized list of all expenses and include receipts.**
- 3. COMPLETE this sheet WITH SIGNATURES and attach it to your FINAL SUMMARY AND EXPENSE REPORT:**

Name of Applicant _____

Project Title _____

Your School _____

School Telephone number and extension _____

Email address _____

Applicant's Signature _____ **DATE** _____

CERTIFICATION OF ADMINISTRATOR

My signature, below, certifies that the complete Final Summary and Expense Report was submitted to me and reviewed by me on the date shown.

Signature of Principal or Assistant Principal _____

Date certification was signed _____

Please mail FINAL SUMMARY AND EXPENSE REPORT (WITH RECEIPTS) TO:

Atlantic City Education Foundation, Post Office Box 7206, Atlantic City, NJ 08404-7206