

***Business Education Partnership
Fall 2010
BEP/Nissan Mini-Grant Guidelines
Due Date: September 10, 2010***

Please read the following guidelines. They shall govern Fall 2010 Mini-Grant applications. Any grants not following these guidelines will be disqualified.

- Any teacher who is directly involved in the instruction of students in the public schools of the City of Murfreesboro and Rutherford County may submit a BEP/Nissan Mini-Grant proposal.
- Mini-Grants will be awarded in Fall 2010 to be used in Spring 2011.
- A maximum of TWO (2) proposals per teacher can be submitted.
- The BEP will NOT accept identical grants from multiple teachers. Teachers working on a group project must write a grant for his or her individual part of the project. This does not guarantee all parts of the project will be funded.
- Requests must be submitted **TYPED** on the formal BEP/Nissan Mini-Grant application format. ONE (1) additional sheet can be used for the “Project Description”.
- An itemized budget must be included where indicated in the proposal.
- Grants will be awarded in the sum of up to a MAXIMUM of \$500.00 per proposal.
- Criteria to be considered:

Goal	15 points
Description	30 points
Evaluation	15 points
Originality/Innovation	40 points
- Grants are **NOT** intended to fund classroom technology, school supplies or other equipment tied directly to teaching regular curriculum. Mini-Grants are meant to creatively enhance concepts already being taught in curriculum.
- Judges look for proposals that offer creative ways of teaching curriculum and bringing the classroom into the “real world.” They are more likely to fund proposals that are real-world based, creative, hands-on, and provide seed monies for a program that is self-perpetuating, and less likely to fund proposals that are solely curricular/textbook-based.
- An evaluation of awarded grants, summarizing evidence of the project’s success, must be provided to the BEP by **May 31, 2011**. **Evaluation Forms** will be provided to grant winners.
- To be considered, all grant applications must be delivered by **4:30 pm on September 10, 2010** to the Rutherford County Chamber of Commerce in Murfreesboro or mailed to:

Business Education Partnership
Rutherford County Chamber of Commerce
501 Memorial Blvd. P.O. Box 0864
Murfreesboro, TN 37133-0864
- Online applications are available at **rutherfordbep.org** under “programs.”
- Address questions to Laura Beth Jackson, BEP Community Relations, at ljackson@rutherfordchamber.org or (615) 278-2008

GRANT APPLICATIONS CANNOT BE FAXED!

Fall 2010 BEP MINI-GRANT APPLICATION

Name: _____

Home Address: _____

City, State Zip: _____

Phone: _____

School: _____

Phone: _____

E-mail address: _____

Grade Taught: _____

Name of Project: _____

Project completion date: _____

GOAL (15 points):

What is the goal of your project? Your goal must be clearly stated with a defined objective which shows how it will enhance curriculum, expand students' learning beyond the classroom and have specific future benefits for the students.

CREATIVE / INNOVATIVE APPROACH (40 points):

How is your project unique? Does it involve multiples disciplines? Does it get students involved in further applications such as life skills, an academic competition, or continued independent study?

DESCRIPTION /ITEMIZED BUDGET (30 points):

You MUST include an itemized budget with your BEP/Nissan Mini-Grant application or it cannot be considered. Use the model below to display your budget with the cost of each item (add lines as necessary). Include 1) a descriptive narrative with a basic time line of the overall project, 2) how many students will participate (one classroom, many classrooms, one school), 3) how will the money be used (one time project, seed money, entering a competition), and 4) how these items in this project will enhance student performance.

Item	Item Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Number of Items to be purchased _____	Total Amount Requested _____

EVALUATION (15 points):

How will you measure achievement of your goal? How will you evaluate student learning and involvement in the project (tests, quizzes, final projects, essays, journals , etc)? What is the future of the project— are the purchased materials reusable for future students? Can you share this project idea with other teachers to use in their classrooms?

ONE PARAGRAPH SUMMARY DESCRIPTION OF PROJECT

At the botton of the page OR on a separate sheet of paper, please provide a ONE-PARAGRAPH summary of your grant proposal. *The paragraph should be a clear, concise restatement of the main points of your Goal, Creative/Innovative Approach, Description/Itemized Budget, and Evaluation.*

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