

***Business Education Partnership
Spring 2012
BEP/Nissan Mini-Grant Guidelines
Due Date: February 3, 2012***

Please read the following guidelines. They shall govern Spring 2012 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 Spring 2012 to be used in Fall 2012.
- 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”. OR you may submit on-line.
- An **ITEMIZED** budget must be included where indicated in the proposal. Vague budget will not be accepted and application will not be processed.
- 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 28, 2012**. **Evaluation Forms** will be provided to grant winners.
- To be considered, all grant applications must be delivered by **5:00 pm on February 3, 2012** to the Rutherford County Chamber of Commerce in Murfreesboro or mailed to:

Business Education Partnership Foundation
3050 Medical Center Parkway
Murfreesboro, TN 37129
- Online applications are available at **rutherfordbep.org/minigrants**.
- Address questions to Lee Rennick, BEP executive director, by calling (615) 278-2008 or emailing lrennick@rutherfordchamber.org.

GRANT APPLICATIONS CANNOT BE FAXED!

SPRING 2012 BEP MINI-GRANT APPLICATION

Name: _____

Home Address: _____

City, State Zip: _____

Phone(s): _____

School: _____

Phone: _____

E-mail address: _____

Name of Project: _____

Amount Requested: _____

Grade Level Served: _____

Number of Students Involved: _____

Number of Teachers Involved: _____

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 bottom 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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