

CLARKSTON FARM & GARDEN CLUB (CF&GC)

Horticulture Connections Mini-Grants Program 2011-12

GUIDELINES

Purpose: To educate the youth of the Clarkston Community Schools about horticulture, conservation, earth sciences and environmental education through the following:

- 1. Enrichment in the classroom or in extracurricular activities**
- 2. Provide an opportunity to enhance and/or develop innovative approaches to teaching which stimulate creative thought and/or expand existing curriculum**

Eligibility: Current K-12 teachers and media specialists may apply. Each applicant may submit a total of one proposal per year, either individually or in conjunction with other applicants.

Application and Deadline: Proposals must be typewritten, using the format explained on the application form. Application forms may be duplicated and are available in each school building office and the office of the Deputy Superintendent. The cover sheet must be signed by the building principal as an indication of awareness and support of the request and then be submitted to the office of the Deputy Superintendent by **November 11, 2011**. Three (3) copies of the application are required.

Review & Selection: Members of the Clarkston Farm & Garden Club's Mini-Grants Committee will review all applications. Mini-Grant recipients will be announced November 18, 2011. Applicants may request any amount not to exceed \$350. Criteria for selection are listed below.

Projects should consider one or more of the following:

- 1. Directly benefit/involve students**
- 2. Improve students' achievement and/or self-esteem**
- 3. Encourage parent/community involvement with students/schools**
- 4. Improve curriculum or instruction effectiveness**
- 5. Encourage interdisciplinary instruction, team teaching, multi-age structures and/or cooperative learning experiences.**

Consideration for granting requests is based on the following:

- 1. Clear focus on horticulture, conservation, earth sciences &/or environmental education.**
- 2. The number and description of students who will benefit**
- 3. Objectives that can be monitored, measured and evaluated**
- 4. Potential for replication by other teachers/schools**
- 5. Projects that cannot currently be funded by the district**

Conditions & Requirements:

- Each recipient will be responsible at the conclusion of the project to complete a one page Evaluation & Financial Report Form and submit them to CF&GC by May 18, 2012.**
- Each recipient must agree to complete all the items on the application form.**
- Should a recipient be unable to implement or complete an awarded project, the principal may designate personnel to implement and/or complete the project. However, CF&GC requests notification if such should occur.**
- Materials and equipment funded by the CF&GC Mini-Grant Program become the property of the Clarkston Community Schools.**
- All projects are to be completed by May 11, 2012.**

**CLARKSTON FARM & GARDEN CLUB (CF&GC)
Horticulture Connections Mini-Grants Program 2011-12**

APPLICATION COVER PAGE

This cover page must be attached as the first page of your application. Application forms may be duplicated or obtained in school building offices or the office of the Deputy Superintendent. Please submit this cover page with three (3) typed copies of your application.

PROJECT TITLE _____

School Name _____ **School Bldg. Phone #** _____

School Address _____

APPLICANT(S):

Name _____ **Position** _____ **Grade level** _____

Name _____ **Position** _____ **Grade level** _____

Name _____ **Position** _____ **Grade level** _____

Name _____ **Position** _____ **Grade level** _____

CATEGORY (check one) **Instruction** _____ **Extra Curricular** _____ **Other** _____

AMOUNT REQUESTED \$ _____ **Date** _____

Signature of Applicant(s) _____

I have read the proposal and believe this project can be successfully implemented in my school as written. I understand the grant funds will be awarded by CF&GC directly to the applicants and not to my school building.

Signature of Principal: _____

CLARKSTON FARM & GARDEN CLUB (CF&GC)

Horticulture Connections Mini-Grants Program – 2011-12

APPLICATION

Please submit three (3) typed copies of your application plus the Cover Page to your building principal for signature and then to the office of the Deputy Superintendent no later than Friday, November 11, 2011.

Please answer the directions below in support of your request:

- Restate the question/statement request *as written* before each of your answers on your application. (see directions below)
- All answers should be typewritten, and as complete, clear and concise as possible.
- Applicant's name or school name(s) should not be written in answer to questions or on pages other than the cover page to maintain anonymity.
- A maximum of five (5) pages to answer application questions is expected .
- Label each page with the project title.

Directions:

1. Clearly describe the project/program for which funds are requested.
 - a. Describe the goals/objectives of your project and how this will enhance your present curriculum.
 - b. List the method(s) for achieving your objectives.
 - c. How will this project be monitored and results evaluated?
 - d. Identify which students and approximately how many students will be affected and/or involved.
2. Prepare an itemized budget for the project. Include associated costs such as fees, purchase of resource materials, books, services, equipment and supplies.
3. In one short sentence, please write a description of the project which CF&GC may use when it announces the award recipients to the public.

CRITERIA FOR SELECTION

Projects should consider one or more of the following:

- Directly benefit/involve students
- Improve student achievement and/or self-esteem
- Encourage parent/community involvement with students/schools
- Improve curriculum or instruction effectiveness
- Encourage interdisciplinary instruction, team teaching, multi-age structures and/or cooperative learning experiences

Consideration for granting requests is based on the following:

- Clearly focused on horticulture, conservation, earth sciences &/or environmental education
- The number and description of students who will benefit
- Objectives that can be monitored, measured and evaluated
- Potential for replication by other teachers/schools
- Projects that cannot currently be funded by the district

APPLICATION DEADLINE – Friday, November 11, 2011