



## THE PELHAM EDUCATION FOUNDATION

To: All Teachers and Administrators  
From: Cathy Draper, Project Development Chair  
Re: 2010-2011 Mini-grant and Micro-grant Applications  
Date: June, 2010

Since we know that many of you spend time over the summer planning for the next school year, the directors of the Pelham Education Foundation hope that you will begin thinking about possible mini-grant or micro-grant projects as well. Once again, the Foundation will offer you in the fall the opportunity to apply for a mini-grant (for any amount up to \$5,000) or micro-grant (for any amount up to \$1,000) to support an educational project that is outside the annual district budget.

Next year's mini-grant deadline will be **Friday, October 29, 2010**. You may apply for a mini-grant by completing and submitting the attached application **by e-mail to me at [cdraper@clain.net](mailto:cdraper@clain.net)** on or before that date. The Project Development Committee of the Foundation will let you know that we have received your application, contact you with any questions or to clarify any ambiguities, and present all of the project proposals to the full board of the Foundation at its **December 7, 2010** meeting. Following that meeting, we will contact you with any questions from the full board, allow you time to revise your proposal if necessary, and vote on the proposals at the **January 4, 2011** meeting. Within approximately one week thereafter, we will let you and your administrative sponsor(s) know whether your grant request was successful.

The directors of the Foundation want to help you to put together the best possible project proposals. Therefore, our application form is designed to ensure both that we have all of the information necessary to make a decision regarding your proposal and that you will have the advice and support of appropriate administrators in putting together your proposal. We understand that each grant is unique and that you may have questions about how best to present your proposed project. Therefore, I hope that you will feel free to contact me (738-2528; [cdraper@clain.net](mailto:cdraper@clain.net)) with any questions that may arise while you are putting together your proposal.

Also attached is a micro-grant application, which may be submitted at any time. We hope that these small grants will offer you maximum flexibility to take advantage of unexpected educational opportunities, so we will endeavor to respond very quickly to your requests. Again, I would be pleased to speak to you before you submit a grant request if that would be helpful to you and encourage you to seek the advice of appropriate administrators.

In order to help you to describe your idea in the way most likely to lead to a successful grant application, I have also attached for your reference a copy of the criteria we will use to evaluate the proposals we receive. We certainly don't expect that every grant proposal will satisfy every criterion, but those proposals that satisfy more criteria are most likely to be successful.

Copies of these documents, as well as examples of successful grant applications from prior years, are available on our website at [www.pelhameducationfoundation.net](http://www.pelhameducationfoundation.net); follow the "For Educators" link.

We look forward to your creative proposals!