



Junior League of Spartanburg is Now Accepting Mini-Grants Applications for the 2021-2022 School Year

Since 1986, the Junior League of Spartanburg has provided Spartanburg County school teachers with the funding they need for classroom activities and programs. We are pleased to announce that we are currently accepting Mini-Grants Applications for the 2021-2022 school year.

Grant Applications are due no later than Monday, November 30, 2020. Applicants whose grants are chosen for funding will be notified during the month of March 2021 that they will receive funds to use on their grant projects during the 2021-2022 school year. This change in the calendar provides teachers with an entire summer to plan and a full school year to execute their grant projects.

While we use the word “teachers,” the Junior League is aware there have been many changes in school personnel since we first began Mini-Grants in 1986. We use the term “teachers” in an inclusive sense to include such educators as Media Specialists and Guidance Counselors, to name a few. In the past, we have received applications from individuals with similar titles within school systems. We welcomed those applications then and continue to encourage them now.

Teachers may apply for individual grants up to six hundred dollars (\$600), or team grants up to one thousand dollars (\$1,000). If the Total Project Cost exceeds the maximum amount awarded, the applicant **must** indicate where they will seek additional funding.

APPLICATIONS ARE DUE NO LATER THAN NOVEMBER 30, 2020. Please review the updated grant requirements. If an application does not meet the requirements, it will not be considered due to the large number we receive.

Applications are judged anonymously by a panel of educators, administrators, and community leaders involved in education. The panel considers the following factors when evaluating applications: creativity, the benefit to students, the degree of student involvement, efficient use of funds, and adaptability of the project for use by other teachers.

Please remember the following when applying for Mini-Grants:

- Projects should directly involve students.
- Projects must be implemented during the 2021-2022 school year.
- Funds can be used to purchase equipment or to provide field-trip transportation, but not when these activities are ends in themselves.
- Portions of grants can be used to compensate experts who work with students, but may not be used to pay public school teachers or staff.

If you have any general guideline questions, please email me directly at minigrants@jlspartanburg.org or contact the Junior League office at **864-583-5842**.

Electronic files of Grant Applications and Cover Sheets are available at <http://www.jlspartanburg.org> under the “Community Projects” page and the “Mini-Grants” link.

I look forward to receiving your applications!

Kellynn West, Mini Grants Chair



GRANT REQUIREMENTS For November 2020 Applications

The requirements below must be met for any application to be considered. If these requirements are not met, the application will not be read or considered.

1. One (1) Cover Sheet and four (4) copies of each Grant Application must be submitted.
2. There must be no reference to you (by name), your school, or your school district on the Grant Application itself. The Grant Applications need to be completely anonymous.
3. Applications must be typed, not handwritten. Handwritten applications will not be accepted.
4. You must include ALL requested information on the Cover Sheet. In the past, the Junior League has had correspondence with applicants blocked due to I.T. configurations. You must provide your personal contact information, as requested. This information will not be shared with anyone outside of the Junior League's Mini-Grants Committee.
5. If chosen to receive funds, the applicant, applicant's team member (for team grants), or a representative from their school must be able to attend the Junior League's October 2021 Membership Meeting to accept the grant money in person. If extenuating circumstances are present, the above-named person(s) may be able to accept the grant money in person at the Junior League office on East Main Street, Spartanburg. Arrangements will need to be made with the office staff at the league office.
6. Duplicating and re-submitting a Grant Application in back-to-back school years when that same grant was already selected to receive funds is prohibited. For example, a grant selected to receive funds for the 2019-2020 school year cannot be re-submitted for the 2020-2021 school year. However, if you submitted a Grant Application that was not funded, you may re-submit that same grant idea the following school year.
7. An individual may enter only one (1) Grant Application for an *individual grant* and only one (1) Grant Application as part of a team for a *team grant* during the same application year. For example, a teacher could not submit two applications for an individual grant, and a teacher could not be a member of two teams that each submitted applications for team grants.
8. Money must be spent only on the grant, which was chosen to be funded. Money further must only be spent on the expenditures listed in the Grant Application. Funds may not be used for teacher or staff salaries. Projects must be implemented in the 2021-2022 school year.
9. A "Final Evaluation Report" must be completed and returned by April 30, 2022. If a Final Evaluation Report is not submitted by the deadline, the grant recipient will not be eligible to receive a grant for the following three (3) school years.
10. A digital medium (cd, thumb drive, etc.) that shows the grant being implemented, student participation, and examples of students' work must accompany the "Final Evaluation Report." The photos submitted as part of the Final Evaluation Report must meet the publicity standards of your school district. DVDs and online videos are welcomed.
11. No Junior League member – Active or Sustaining – may submit an individual Grant Application or be a member of a team submitting a team Grant Application.
12. If an accepted applicant(s) moves schools (or any other situation changes), their application will be rereviewed by the Junior League's Mini-Grants Committee.
13. Grant recipients will be required to provide evidence of grant money used within their classroom during the school year that the grant was awarded. The evidence will be shared with league members at General Membership Meetings and our quarterly league publication.

If you have any questions, please contact **Kellynn West** using the information below:

minigrants@jlspartanburg.org – Direct Email, checked weekly

864-583-5842 – Junior League Office, staffed nearly every day during the week



**MINI-GRANTS
Individual Grant Application
COVER SHEET**

Title of Project:

Applicant's Name:

School Name:

District: 1 2 3 4 5 6 7 (circle or bold)

School Address:

Home Address:

School Phone:

Personal/Home Phone:

School Email:

Personal/Home Email:

Grant recipients will be asked to attend a presentation ceremony in October of the following year to receive their award money. If they are unable to attend, they will need to make arrangements to pick up their check from the Junior League of Spartanburg office.

Total Project Cost Requested:

I have read this application and certify that to the best of my knowledge, the materials and funding requested are not available in this school at the present time.

Principal's Signature

Grant materials must be submitted no later than **Monday, November 30, 2020**

Submitted materials must include:

- 1 Cover Sheet
- 4 copies of typed Grant Application form

Send to: **Kellynn West, Mini-Grants Chair**
The Junior League of Spartanburg
615 E. Main St.
Spartanburg, SC 29302



**MINI-GRANTS
Individual Grant Application
GRANT APPLICATION**

Return four typed copies of this application form to:

Kellynn West, Mini-Grants Chair
The Junior League of Spartanburg
615 E. Main St.
Spartanburg, SC 29302

Title of Project:

Target Population/Grade Level:

Corresponding Classroom Subject(s):

Number of Students Involved:

Total Project Cost:

Project Description:

Goals and Objectives:

Schedule of Activities: (Include beginning and ending dates of project)

Proposed Evaluation Method: (How will you determine whether your objectives have been achieved and how will you measure the success of your project?)

Detailed Budget Request: (List each item separately with appropriate cost)

Materials: (equipment, supplies, etc...) Cost:

Grant recipients will be asked to attend a presentation ceremony in October of the following year to receive their award money. If they are unable to attend, they will need to make arrangements to pick up their check from the Junior League of Spartanburg office.

Proposals may incorporate matching funds raised by PTO's, student groups, or other available community resources. The maximum amount given by the Junior League for individual grants is \$600. If your Total Project Cost exceeds \$600, list the sources from which you plan to raise the additional funds needed for your project:

In an effort to fund as many Grant Applications as possible, the Junior League often awards funds for less than the requested Total Project Cost. Could you go forward with your project if you do not receive the full amount requested from the Junior League? YES / NO / MAYBE