



GRANT REQUIREMENTS
For February 2023 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 April 2023 Membership Meeting to accept the award in person. If extenuating circumstances are present, the above-named person(s) may be able to accept the award 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 2021-2022 school year cannot be re-submitted for the 2022-2023 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 2023-2024 school year.
9. A "Final Evaluation Report" must be completed and returned by January 26, 2024. 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, google 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 **Rachel Howle** using the information below:

minigrants@jlspartanburg@org – Direct Email, checked weekly

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