

2019-2020

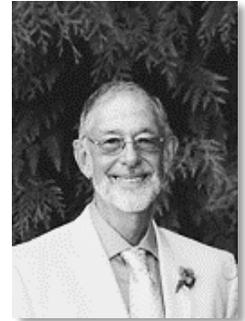


JEFFERSON COUNTY ESD
Spring 2019

Steve Rankin

**Memorial Mini-Grant
Program & Application**

In Fond Memory of



Steve Rankin

BACKGROUND

In remembrance of Steve Rankin, JCESD Board Chair, active community member and advocate for the children and teachers of Jefferson County, the Jefferson County Educational Service District Board of Directors has re-established a grant program to assist teachers and classrooms. All Jefferson County public school teachers are eligible to apply for funds under this program. The District plans to award up to ten (10) grants of \$500 for the 2019-2020 school year.

TIMELINE

Applications will be available on-line on March 15, 2019 – April 19, 2019. Jefferson County public school teachers that are returning for the 2019-2020 school year may apply for funds up to \$500. Proposals are due to the ESD office by **5:00 PM Friday, April 19, 2019**. Successful applicants will be notified by email on May 17, 2019 following the May 1st ESD board meeting. In the event a winning recipient will not return for the 2019-20 school year, the grant funds may be awarded to the classroom or school which it was awarded and upon ESD approval.

SELECTION CRITERIA

The Board will select proposals for funding. Criteria to be considered in the selection process will include:

- 1) Projects should be related to expanding opportunities and experiences for teachers and/or students to enhance efforts in providing vocational, career and hands-on opportunities.
- 2) The project has clearly stated and measurable learning outcomes.
- 3) A well-designed plan to report the project's results to the Jefferson County ESD Board of Directors needs to be incorporated into the application. This can be a written response, an invitation to observe the activity, or a presentation to the Jefferson County Board of Directors at a regular meeting.
- 4) Joint proposals serving multiple classrooms are encouraged and should be referenced in the submittal.
- 5) A signature of support from the school principal or administration is required.
- 6) The funds are to be used to supplement and not supplant regular building expenditures. No funds may be carried over or revolved into any school or local district budget.
- 7) The Board will consider requests to waive any and all of the above criteria if written rationale for the waiver is included with the application.

PROPOSALS

Proposals need to include the application page, applicable signatures and should attach **no more than a single sheet of paper to include all the selection criteria** (an additional page for a photo or drawing is acceptable). Joint proposals are allowable with each teacher being eligible for up to \$500. An individual teacher may receive only one (1) award per school year. Successful proposals will identify benefits to be obtained and will address all of the selection criteria.

Grant recipients must agree to provide the Jefferson County ESD with any information and/or documentation as required.

ALLOWABLE EXPENDITURES

All expenditures under this program will be made through the Jefferson County ESD. Requisitions will be on the Jefferson County ESD requisition form and subject to Jefferson County ESD accounting requirements. Allowable expenditures include, but are not limited to, supplies, books, materials, periodicals, and computer software, hardware, conference or class registrations and allowable travel. All expenditures must take place during the 2019-2020 school year and processed prior to May 29, 2020.

Inquiries or applications should be addressed to **Tessa Bailey** at the following:

- EMAIL at:
tbailey@509j.net

OR

- MAIL at:

Jefferson County ESD
Attn: Tessa Bailey
295 SE Buff Street
Madras, Oregon 97741

JEFFERSON COUNTY ESD
Spring 2019

**Steve Rankin
Memorial Mini-Grant
Application**

<u>For Office Use Only:</u>	
Application #:	_____
Date Received:	_____
Total Points:	_____

DATE: _____

NAME: _____

SCHOOL: _____ GRADE/SUBJECT: _____

Please attach a separate paper with the following elements:

PROJECT SUMMARY: Explain the opportunity or experience in which you are seeking support long with clearly stated learning outcomes. Please limit to ONE page (*an additional page for a photo or drawing is acceptable*).

PROJECT PARTNERS: If you have project partners please explain the relationship(s) to your application. Grant applications are not required to have partners.

REPORTING SUMMARY: Explain how you will report the project results to the Jefferson County ESD Board of Directors.

PROJECT BUDGET: Provide a detailed budget for the project that meets the allowable expenditures as described. Estimates will be accepted with the understanding project funds shall not exceed \$500. Enter requested total amount requested below on application sheet.

PRINCIPAL/ADMINISTRATOR APPROVAL: I approve this application for the 2019-20 school year.

Principal/Administrator Printed Name	Signature	School	Date
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If chosen as a grant recipient, I will provide the Jefferson County ESD with a summary of this project as described in my application. I will agree to adhere to the allowable expenditure provision outlined in the grant information. Furthermore, I will not hold the Jefferson County ESD responsible for expenditures that exceed \$500.

Printed Name (<i>Applicant or Team Leader</i>)	Signature	School	Date
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Check here if you are submitting the application with a partner/team and provide names to the right.

<i>Name(s) of partner or team members (Please print legibly or type):</i> _____ _____ _____ _____
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Total Amount Requested: (not to exceed \$500 – unless partnering): _____
