



## **Erie 1 BOCES Education Foundation, Inc.**

### **Donald Ogilvie Memorial Teacher Mini-Grant – Round 4**

*Donald Ogilvie served as Erie 1 BOCES District Superintendent from April of 1997 to June 2014. He is remembered for his integrity, educational leadership and community involvement, which are inherent in the mission of the Erie 1 BOCES Educational Foundation."*

**The purpose of these mini grants is to promote and supplement all Erie 1 BOCES instructional programs. The Erie 1 BOCES Educational Foundation, Inc. will fund up to \$1000. worth of proposals to BOCES classrooms in this round. No proposal is too small. Maximum award is \$250. Four grants will be awarded for Spring semester. (Spring 2023)**

#### **General Information**

**Eligibility** – Any EPEA member or E1 BOCES Workforce Instructor is eligible to apply for a mini-grant. In addition, any Erie 1 BOCES employee may initiate an idea and partner with a teacher or instructor to submit.

**Authorization of Application** – In order to assure the coordination with BOCES and division/building/program goals, respective building principals or Workforce Director must sign-off on the proposal.

**Application Deadlines** – Erie 1 BOCES Educational Foundation, Inc. will be award two rounds of grants for the Fall and Spring semesters of the 2022 – 2023 school year. **This application if for the Spring semester and will be due October 1, 2022.**

**Review and Selection Process** – A selection committee made up of Foundation representatives will select proposals to be awarded. Teacher's names will be redacted during the selection process. Awards will be based the grant criteria included in the narrative.

**Preparation of Application** – Anyone in need of any assistance with the grant application may contact: Carol Barber, Foundation Director at [cbarber52@outlook.com](mailto:cbarber52@outlook.com) or 716-954-3697

**Notification of Grant Recipients** – Recipients of awards will be notified within 30 days of each deadline. Awarded proposals must then be formally approved by the Erie 1 BOCES Board of Education. Purchases will go through the normal BOCES procurement process.

**Final Grant Report** - The final grant report must be completed by the end of the school year in which the grant is awarded. The recipient may choose to present the final report to the Foundation Board at a scheduled meeting or can email the report to: [cbarber52@outlook.com](mailto:cbarber52@outlook.com) Recipients are responsible for emailing a digital copy ( not a fax of the document) of the report to this email address even if a presentation is made at a Foundation meeting. This final report will also be sent to the Erie 1 BOCES Board of Education.



**Erie 1 BOCES Educational Foundation  
Donald Ogilvie Memorial Teacher Mini-Grant Application –  
Round 4**

**Personal/Professional Information**

Grant Title: \_\_\_\_\_

Name of Primary Applicant: (First, Last) \_\_\_\_\_

Name of Program and Division: (must specify Workforce, Career, Alternative or Special Ed.) \_\_\_\_\_

Applicant's position at BOCES: \_\_\_\_\_

School/Program Phone #: \_\_\_\_\_

Applicant Cell Phone #: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Building Principal (Career, Alternative, Special Ed.) or Workforce Director Name: \_\_\_\_\_

**Information for co-applicant(s) – if applicable**

Name of Co-Applicant: (First, Last) \_\_\_\_\_

Name of Program and Division: (must specify Workforce, Career, Alternative or Special Ed. Program or other Division) \_\_\_\_\_

Co-Applicant's position at BOCES: \_\_\_\_\_

School/Program Phone #: \_\_\_\_\_

Co-Applicant Cell Phone #: \_\_\_\_\_

Co-Applicant email: \_\_\_\_\_

Building Principal or Workforce Director's Name: \_\_\_\_\_

If you are partnering with an employee in another division obtain that employee's supervisor's signature here: \_\_\_\_\_

Applicant signature \_\_\_\_\_

Supervisor or Principal's signature \_\_\_\_\_

## Donald Ogilvie Memorial Teacher Mini Grant Proposal Narrative

Attach a typed proposal in MS Word along with this application form. Your brief narrative should answer the following questions and should not exceed two pages. **I must receive a digital copy in MS Word of the narrative. A faxed or adobe document is not acceptable.**

**Please include the following criteria:**

- (1) **Background/Need** – State why you are interested in conducting this project. You must justify the project by basing it on research, back by data and/or clear anecdotal information or need identified by the program.
- (2) **Goals/Objectives** – Include goals and objectives of the project that relate to the identified need that can be measured.
- (3) **Project Description** - Who will do what? Be sure to include target population (grade level and number of students), length and type of activities and project timeline.
- (4) **List project beneficiaries:** describe specific benefits (outcomes) expected.
- (5) **List budget costs and give description.** If the grant involves the purchase of technology, please use [www.bestbuy.com](http://www.bestbuy.com) for pricing. (Reminder: Proposals may not exceed \$250. The mini grant must cover the project in full.) If the proposal is accepted, technology purchases will go through the acquisition process for the BOCES division.

**The following information is optional:**

- (1) Letters of support from parents, guardians, fellow staff members, administrators, or teachers.
- (2) Data, news articles or academic reports supporting the need for the program.

### Erie 1 BOCES Approval

Review proposal with your building principal/program supervisor/director if Workforce Development to ensure alignment with district goals and specific school objectives. If you are partnering with an employee from another division of Erie 1 BOCES, that employee is responsible to make his/her supervisor aware of their involvement in this grant.

By signing below, you agree that:

1. The information provided in this application is accurate and that the project will be completed within the school year in which the award is received.
2. If selected, you will complete the Final Grant Report and submit it to the BOCES Educational Foundation, Inc. before the end of the school year.
3. The BOCES Educational Foundation, Inc. has the right to use information, testimonials and photos provided in the Final Grant Report for promotional material, website, social media, and media releases.
4. All items will be purchased with funds submitted to BOCES by the Erie 1 BOCES Educational Foundation, Inc. and shall become property of Erie 1 BOCES.
5. The Erie 1 BOCES Educational Foundation, Inc. has the right to rescind funding for any proposals that violate the terms and conditions of the mini grant.
6. The Erie 1 BOCES Educational Foundation, Inc. is not responsible for any accidents or injuries related to funded proposals.

**Erie 1 BOCES, Educational Foundation Inc.**  
**Donald Ogilvie Memorial Teacher Mini-Grant Final Report Format**

**If you are approved for a grant, follow this format for the FINAL REPORT which must be completed within the same school year as the grant award.**

**Formatting Notes**

Reports should be printed on white paper, using a 12-point (Times or similar font). Please include photos where applicable.

**Program Report (1 page)**

At the top: Name, Grade Level or Subject, School/Program, Proposal Title, and Grant Amount Received

- (1) Briefly restate your proposal. What inspired you to apply? Were any modifications necessary? If so, please describe.
- (2) Briefly restate the measurable outcomes as outlined in the original request. What progress have you made toward achieving these outcomes during this period? Did you gather any data from your proposal? If so, what information did you find interesting?
- (3) If applicable, explain any plans for ongoing funding, expansion, modification, or replication of the program.

If you can present this report to the Erie 1 BOCES Educational Foundation at a meeting, please contact Carol Barber at [cbarber52@outlook.com](mailto:cbarber52@outlook.com)

Please send a digital copy of the final report to [cbarber52@outlook.com](mailto:cbarber52@outlook.com) no later than the end of the school year in which you implement the grant.