2009-2010
Learn and Serve
ECLIPSe

Service Learning Mini-Grant Application

> **Service Learning Projects Must Include the Following Criteria:**
> - **Meet actual community needs**
> - **Be integrated into the student's academic curriculum so that service goals and learning goals blend together and enrich each other (list specific curricular connections)**
> - **Provide students with structured time to think, talk, write, and/or reflect in other ways about what they saw, did, and felt during their service**
>
> **Up to $9,328 is available to Hancock County and Findlay City teachers interested in integrating high quality service learning projects into their curriculum. Projects may involve one class, one grade level, multiple grade levels, multiple buildings within the same district and multiple school districts. The amount of funding requested should reflect the impact of the project. Depending on the quality of applications received in the Fall 2009, we may grant all of the funds in the Fall 2009 or we may carry over some of the funds to Winter 2010 and have another grant cycle.**

School(s): _____   Grade Level(s): _____

Teacher: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

Amount of Request: _____   Total Project Cost: _____

Brief Project Overview:

Submission Instructions (applications are due by 4:00 p.m. on October 30, 2009)
Submit **1 hard copy** of the complete proposal. **Please, also submit the complete proposal on either a CD or disk or email it to kbash@community-foundation.com   *** Faxed proposals will not be accepted**

Mail or Deliver to: Kimberly Bash, Program Officer
                             The Findlay-Hancock County Community Foundation
                             101 W. Sandusky Street, Suite 207
                             Findlay, Ohio 45840
                             Phone: (419) 425-1100

_____   _____   _____
Signature of Teacher   Signature of Youth Leader   Signature of School Principal

Project Description and Budget Information (must be word processed)

Project Description: The description should include the following information (you can add more space, if needed):

Project description and goal(s)

Community issue area(s) addressed

How your project meets the criteria of a high-quality youth-driven service learning project (for assistance, contact Kimberly Bash at 425-1100 or kbash@community-foundation.com). Service learning:
•   **Meets actual community needs**
•   **Is integrated into the student's academic curriculum so that service goals and learning goals blend together and enrich each other (list specific curricular connections)-** *minimum of three curricular connections*
•   **Provides students with structured time to think, talk, write, and/or reflect in other ways about what they saw, did, and felt during their service**

Number of youth involved in project (and at what grade levels)- describe their role in planning/implementation

Number of youth/adults impacted (served)

Number of additional teachers involved (list names/courses/grades)

Number of community partners involved (list names/organizations)

Project timeline

Evaluation plan (what are your project goals and how do you plan to assess/evaluate your success)

If total Project cost is greater than amount requested, describe the plan for raising the remaining balance of funds

Is this a one-time only project? If not, describe how you will fund the continuation of this project

FINANCIAL REPORT

Budget Guidelines
- Funds can be used to supplement, not supplant, current service learning projects (funds cannot be used to cover program/activity expenses already being covered by other dollars)
- Funds cannot be used to cover salaries or pay stipends
- While some consumable items may be allowed on a case by case situation, the majority of funds should not be used for consumable items

Line Items	Requested Funds	Cash Match	In-Kind Match	Total
TOTAL				

* Please list and explain line items on Financial Narrative form

FINANCIAL NARRATIVE

Please provide a detailed explanation of every budget line item. Describe and quantify any cash or in-kind match and the sources of those matches. Please, also, explain how each line item is vital to the success of the project. The grant committee will only fund budget line items it deems necessary for project success. This narrative must accompany the Financial Report. Use additional pages if needed.
It is possible to have a project approved and have line items removed from the budget that are deemed unnecessary.

Name of Organization: _____

Project Title: _____
Project Start and End Dates: _____

LINE ITEM   **EXPLANATION**