

# JANE HERRIN MINI GRANT

## GUIDELINES

- Mini grant proposals are submitted to the awards chairperson. All identifying names are removed.
- Proposals must address at least one of these goals areas:
  - Facility or playground enhancement
  - Staff development and training
  - Special needs items
  - Creative educational projects
- Proposals are forwarded to three readers for evaluation. Readers evaluate each proposal using a rating scale.
- Each reader will return the grant proposal evaluation to the awards chairperson. The chairperson notifies by mail.
- The board determines the number of mini grants awards each year. Previous winners may apply but preference will be given to first time applicants. The mini grant award(s) is/are presented at the annual LAECA State Conference.

Return applications to

Mary Louise Jones and Susan Myrick  
5813 Georgetown Ave 1003 Doc Drive  
Baton Rouge, LA 70808 Woodworth, LA 71485

## APPLICATION FORM

Applicant must be a member of LAECA for at least six months. Previous recipients may apply. Consideration will be given to first time applicants. Three (3) copies of your application must be submitted.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Membership # \_\_\_\_\_

Name of school \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Goal area of grant \_\_\_\_\_ Title \_\_\_\_\_

Dates of Project \_\_\_\_\_ Funds requested (\$600.00 maximum) \$ \_\_\_\_\_

Email \_\_\_\_\_

Address the following and attach to this form:

Purpose of the project

Goal of the project (0-25pts.)

Statement of need/justification (0-10 pts.)

Outline of the project (include timeline)

Expected benefits (0-29 pts.)

Implementation (0-20 pts.)

Dissemination (0-10 pts.)

Project itemized budget (0-5 pts.)

Evaluation plan for the project (0-10 pts.)

Plan for reporting to LAECA on the project  
by either a presentation at the annual conference or an article in the publication  
***Applications must be postmarked by October 1***