

CITEA Middle School Mini-Grant Program

Purpose:

The purpose of the CITEA Mini-Grant Program is to provide access to CITEA funding for middle school shop programs. We realize that money is not easily available to middle school shop programs and wish to provide assistance to improve the quality and number of middle school programs in the state of California. The grant can be applied for either as a whole or in part to purchase tools, program aids or materials.

Criteria to Apply:

To qualify for a CITEA Mini-Grant, the applicant must have been a member of the CITEA for a minimum of one year. The program must serve at least 50 students.

Process:

The CITEA will accept applications once each year from February 1st through February 28th. The selection of grant recipient(s) will be made by the Mini-Grant Committee at the final board of directors meeting before the state conference. Awards will be given at the annual state conference. Once an award is received, the receiver will present what was done with the funds at the following years state conference.

The proposal should be submitted on the form provided on the CITEA Website (with attachments as needed) and emailed to the Treasurer at info@citea.org. Applicants will be notified of determinations made concerning their grant requests following the decision of the Mini-Grant Committee.

Mini-Grant Committee:

The Mini-Grant Committee will consist of the full board of directors of the CITEA. If a grant is requested by a member of the board, that board member will not have a vote on its approval.

Mini-Grant program Policies:

In any given school year, the CITEA may, as funds are available, establish a pool of available funds for mini-grants during the budget process. For the 2019-2020 school year, \$5,000 was approved for the mini-grant program. Mini-grant award decisions approved by the board are final. The CITEA will reimburse the applicant after receipts have been submitted or, if more convenient, the CITEA will provide a check directly to the vendor. The approved mini-grant project must be implemented and completed by March of the following year. The grant fund does not "carry over" into the next year. If the mini-grant is not implemented and completed during the assigned period, any monies received for uncompleted grants must be refunded to the CITEA. All check requests for reimbursement must be submitted for payment by June 30th of the applying year; any remaining balance on an approved mini-grant will be returned to the CITEA's general fund.

CITEA Middle School Mini-Grant Application
2019-2020 School Year

Application Date:

Applicant Information:

Name:

School:

Phone:

Email address:

Have you been a member of the CITEA for at least one year? _____

Will you be present at the CITEA annual conference this year? _____

If you receive this award, will you make a presentation of how this money affected your class at next year's CITEA annual conference? _____

Amount requested: \$ _____

How many students will directly benefit from this mini-grant? _____

Describe the student population if it will affect the committee's decision making (low-income, special needs, etc): _____

How will the mini-grant funds be used? (Please be specific, including a detailed breakdown of costs for tools and materials being purchased.)