

ELCO EDUCATION FOUNDATION

Annual Mini-Grant Program

The ELCO Education Foundation Annual Mini-Grant Program provides grants to individuals to pursue the implementation of innovative programs and experiences that benefit students and/or enhance the school culture in the Eastern Lebanon County School District.

This program has made two major changes that will be implemented for the 2023-24 grant year:

- The \$500 cap on grant requests has been removed to allow teachers and staff to think big.
- This program will have two rounds of funding (Spring and Fall) to allow for more timely funding on requests that may arise at different points of the school year.

Additional Items to Note

- All requests require the approval signature of the building principal. Technology-related requests require an approval signature from Bob Boltz. These steps should be factored into your timeline for submission.
- Teachers are asked to provide the best contact information for summer. It will only be used if there are questions related to approved grant purchases.

Spring Funding

Grant requests are due by April 1, 2023. Electronic submission is preferred to elcofoundation@gmail.com. Requests may also be sent to the ELCO District Office to the attention of Kelly Woelfling, ELCO Foundation. Grant applicants will be notified by the end of the current school year.

Fall Funding

Grant requests are due by October 15, 2023. Electronic submission is preferred to elcofoundation@gmail.com. Requests may also be sent to the ELCO District Office to the attention of Kelly Woelfling, ELCO Foundation. Grant applicants will be notified by the end of November.

A committee composed of ELCO Foundation board members will review and evaluate all grant applications using the designated rubric to determine which applications will be funded.

The application, cover letter and rubric are available on Schoology by selecting the following:

- **Groups**
- **ELCO Employee Documentation Portal**
- **Resources** (*on the left-hand side of the page*)
- **ELCO Education Foundation**
- **Annual ELCO Foundation Mini-Grant**

When completing the application, please provide a clear description of the need so that the grant selection committee can properly evaluate all requests. Include background information and attach any supporting documentation. The rubric is provided as a tool to assist with the focus of a grant proposal.

Please note that recipients will be asked to submit a follow-up report, including pictures, to be used on websites and in promotional material. You may also be asked to present to the Board.

Questions about the Foundation grants may be sent to elcofoundation@gmail.com.

Congratulations to those who have previously received grants from the ELCO Education Foundation, and thank you to all who take the time to pursue this opportunity.