



MINI-GRANT PROGRAM *Directions & Form*

Eligible Applicants: Applications for Career Street mini-grants will be accepted from member school districts or a member school district and a partnering business or agency.

Amount of Mini-Grants: Grants can range from \$500 to \$3,000. A school district may submit more than one mini-grant, but the school district total cannot exceed \$3,000 in an academic year.

Purpose of mini-grants: The purpose of the grants is to assist school districts in developing programs that improve career education, enhance career development, and establish relationships with business, industry and non-profit organizations that have a focus on career development. Grants should support curriculum, instructional delivery, or professional development.

District Support: Grant applications must be signed by the Career Street Liaison and must include a letter of support from the building principal or school superintendent.

Timeframe: The Career Street mini-grant program is available on an on-going basis. The Career Street Advisory Board reviews grant applications on a quarterly basis. The school district must send a representative to the next scheduled advisory board meeting to present the grant application including the need for the funds, and provide answers to any questions or concerns as the application is reviewed. All advisory board suggestions must be responded to within two weeks and resubmitted for review by the executive director.

Submitting Applications: Mini-grants should be sent to the following address. Questions can also be directed to the Executive Director.

Career Street
Attn: Jennifer Nygaard Pontzer
8500 Oliver Road
Erie, PA 16509
814.464.8614
jpontzer@careerstreeterie.org

District Reimbursement: Mini-grant dollars will be reimbursed to the school district upon receipt of a formal end-of-project report. Mini-grants covering more than 90 days must provide quarterly updates to be shared at scheduled advisory board meetings. Please include pictures and picture releases where students are pictured.

Budget: Download the budget proposal spreadsheet from the web site, complete and submit.

*Career Street
Mini-Grant Application Form*

Use this form to provide information about your project. You may type directly in the form. Submit a hardcopy or electronic version of this form and the budget proposal to the Career Street Executive Director.

1. PROJECT TITLE:

2. CONTACT PERSON/TITLE:

3. TIMELINE:

4. TARGET POPULATION & NUMBER OF STUDENTS:

5. AMOUNT REQUESTED:

6. STATEMENT OF NEED/PURPOSE (Clearly identify need):

7. DESCRIPTION OF PROPOSED ACTIVITIES:

8. MEANS OF CONTINUING PROJECT AFTER INITIAL FUNDING:

9. OTHER ORGANIZATIONS INVOLVED:

10. IN WHAT WAYS CAN THIS PROJECT BE REPLICATED BY OTHER DISTRICTS?

11. ANTICIPATED OUTCOMES OR DELIVERABLES:

12. HOW WILL THIS PROJECT BE MEASURED?

13. HOW AND WITH WHOM WILL PROJECT OUTCOMES BE SHARED?

14. HOW WILL THIS PROGRAM BE EVALUATED?

Career Street Liaison

Date

Superintendent

Date