

Owen County Community Foundation, Inc.

60 E. Market St, Spencer, IN 47460

Phone: 812-829-1725

Community & Teacher Mini-Grants Information Sheet

Effective May 1, 2015

The Owen County Community Foundation's (OCCF) commitment to continue offering grants has been updated and strengthened. Our teacher mini grant fund provides one grant per calendar year to teachers in the Spencer-Owen Community School System. This grant is provided to enrich the students classroom experience and can be used for supplies, events and special projects.

PLEASE NOTE: If you are proposing to launch a new charitable program, initial operating costs might be funded by a grant from the OCCF. Please call us to discuss your needs before requesting OCCF funds for new operating costs, such as program staff, program supplies and equipment, promotion of the new program, training, etc.

Teacher mini grants are approved for \$50 - \$250 per grant. They are awarded on a first-come, first-served basis. Teachers can join together to fund a special project. The school principal must sign the application and all money is paid to the teacher directly.

There are no due dates or deadlines for requesting OCCF grants. Applications may be submitted throughout the year. A one-page Grant Application form may be picked up at the OCCF office or requested by calling 812-829-1725. An electronic template for the Grant Application also is available on our website: www.owencountycf.org on the Grants tab. Save the template to your computer and then type in your information, save the file and print it. Please note: *Applicants cannot complete the form online and send it directly to OCCF, mini grants must be signed and returned.*

If your grant application is approved, you will receive our Grant Agreement and Grant Report form. The Grant Agreement is to be signed and returned before you incur the expenses that we approved. Usually a check to reimburse approved expenses will be issued after we receive your Grant Report and copies of your receipts. If necessary, a grant check may be requested prior to reporting.

If you have questions about OCCF's community grants, please contact our Administrative Director Maria O'Connor at 812-829-1725 or send an email to maria@owencountycf.org.

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812-829-1725

Teacher Mini-grant Application

INSTRUCTIONS: Send or deliver a signed original application to the OCCF. We will contact you if more information is needed. Do not write on the back of this page or attach another sheet.

School _____ **Application Date** _____

Person completing application _____ **Phone** _____

Email _____ **Mailing address** _____

1. What is the purpose of the mini-grant?

2. Check whether your proposed grant is for: a new program OR a capital project OR teacher training

3. Briefly explain the problem you will address and how an OCCF mini-grant will help make a difference.

4. When do you plan to implement the proposed grant? _____

5. What is the total grant budget? \$_____ 6. How much is requested from OCCF? \$_____

7. Itemize your expected purchases from a proposed OCCF grant:

As authorized representative of this organization, I have reviewed the grant application and certify that the information is accurate. We understand that if OCCF approves a grant, the Grant Agreement must be signed and returned before incurring any expenses, and we will be reimbursed for approved grant expenses after a Grant Report and receipts are submitted to OCCF.

Signature (not an electronic signature):

Signature of Teacher

School

Signature of Principal

School