

Louisiana Council for Exceptional Children (LA-CEC) 2009-2010 Mini-Grant Application Guidelines (Amount of Funding: \$500)

DEADLINE: The completed 2009-2010 LA-CEC Mini-Grant Application must be postmarked on or before midnight October 31, 2009 and submitted to the address listed below.

All interested persons are encouraged to apply. Applicants do not need to be experienced in grant writing to receive an award as long as they follow the organization and format listed below.

List of Application Items

Directions: Please follow the directions for the LA-CEC Mini-Grant as listed below. Your grant will **not** be considered for funding if it is not organized in the format below and submitted on the due date with two copies.

In short, you must follow the grant guidelines by organizing and labeling it as described below.

- o **Mini-Grant Organization and Clarity:** Write a clear and organized LA-CEC mini-grant proposal that includes the following information (in the order in which it is listed below).
- o **Mini-Grant Length of Application:** Applications should be no longer than **5 typed pages** and should describe the proposed project clearly.
- o **Mini-Grant Submission:** Submit **two (2) copies** of the completed LA-CEC Mini-Grant Application to Leslie Ortiz at the address listed at the bottom of this page.
- o **Mini-Grant Deadline:** The Mini-Grant must be postmarked on or before, **Saturday, October 31, 2009.**

Mini-Grant Questions: Please contact Leslie Ortiz if you have any questions about this application:

E-mail: lortiz@vpsb.k12.la.us

****Mini-Grant Award checks will be mailed by December 31, 2009.**

Grant Organization: Please organize, number, and label your grant following the format listed below:

1. Please indicate the type of award for which you are applying.

- ___ a. Educating Children with Exceptionalities.
- ___ b. Improving Relationships between Families and their Children with Exceptionalities.
- ___ c. Developing Independent Living Skills or Employment of Students with Exceptionalities.
- ___ d. Using Technology to Enhance the Education of Children and/or Youth with Exceptionalities.

2. Application/ Project Director submitting the proposal information

- a) **Contact information:** Include name, address, city, state, zip code, cell phone number, & email address.
- b) **Resume:** Include a one-page Resume
- c) **CEC Member:** Identify if you are a member of the Council for Exceptional Children (CEC)

3. Host agency/school district or other public institution/non-profit agency information including:

- a) **Contact information:** Include name, address, city, state, zip code, phone number, & email address.
- b) **Non-Profit Status:** Include a statement of Nonprofit or Institution Status.

4. Project Description must include the following items in an organized, numbered, and labeled format:

- a) Title of Project
- b) Duration of the Project (**Note: the Project must take place between the dates of 12/15/09 and 5/31/10**)
- c) Statement of Problem or Need which the Project addresses
- d) Description of the Population to be served
- e) Project Objectives
- f) Project Activities to accomplish each Objective
- g) Project Activities Timeline
- h) Evaluation Procedures for Evaluating each Project Objective
- i) Project Benefits: Anticipated Benefits of the Project
- j) Project Budget

5. A Letter of Endorsement from an administrator of the agency that includes the following assurances:

- a) The Project will directly benefit the identified Population.
- b) The School System or Nonprofit Organization assumes responsibility for the safety of the Students while engaged in the activities described in the proposal.
- c) The Activities are normally undertaken by students and their teachers and are approved activities within the school system.

All interested persons are encouraged to apply. Applicants do not need to be experienced in grant writing to receive an award as long as they follow the organization and format listed above.

Leslie Ortiz, LA-CEC Mini-Grant Chair
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