



## Arkansas Humanities Council Education Minigrant Application Cover Sheet

1. Name, address, and telephone number of applicant organization:

2. Name, title, business address (if different from 1), and business telephone number (if different from 1) of project director. **Please also provide an alternative way to contact you, such as a home email address or home telephone number. This is particularly important if we need to contact you during the summer, when many schools are closed.**

3. Amount of grant requested (maximum \$3,000):\_\_\_\_\_.

4. Grant period (the period during which the grant funds will be spent):

From \_\_\_\_\_ To \_\_\_\_\_  
month      day      year                      month      day      year

5. List school(s) involved in the project by name, grade levels, city, and county:

6. Superintendent(s) and principal(s) of the school(s) involved must endorse this application by signing below:

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name	signature	title	telephone
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name	signature	title	telephone
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name	signature	title	telephone
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name	signature	title	telephone
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**To apply:** Complete this form, or use no more than **five pages** to answer the following questions. **Please number your responses.** Place the completed cover sheet (attached) on top of your answers, and mail or deliver the **original plus seven copies** of your application to **Jama Best, Arkansas Humanities Council, 407 President Clinton Avenue, Suite 201, Little Rock AR 72201.**

- 1. Project description.** Tell us concretely what you want to do and how your project meets the six bulleted criteria at the top of the previous page. Include names, places, dates, and activities. You may apply this school year for activities that will take place next school year



**d. Who will benefit from the project?** Be specific about types of audience and numbers.

**e. How will you get the word out about your project to those who will benefit?** If your project involves only classroom activities that students will be required to participate in, it is not necessary to answer this question. However, it is essential to answer in some detail if students or teachers will have to be recruited for your project, or if your project has a community outreach component.

**f. How will your project be evaluated and who will do it?** Describe the assessment process. Desired outcomes should be reasonable, concrete, and verifiable. List evaluation committee members.

- 3. Budget.** Tell us item by item precisely what you want to spend education minigrant funds for. Explain how you arrived at each amount. Please observe “Guidelines for Expenses” on pages 15-16 of *Guidelines for Grant Applications*. Although there are no cost-sharing requirements for education minigrants, please list any other external funds that you have for your project by source and amount.

**If you have questions, please call Jama Best at 501-320-5761, or email her at [jamabest@sbcglobal.net](mailto:jamabest@sbcglobal.net).**

You will be notified by letter of the council’s decision about your application within 6 to 8 weeks following the deadline you meet.

*This program is supported by a generous grant from the Winthrop Rockefeller Foundation.*

**Purpose:** Education minigrants are intended to support **imaginative, content-based K-12 projects in social studies, English language arts, foreign languages, and English as a Second Language (content-based activities in ESL classes and in subject-area classes with concentrations of Limited-English-Proficiency students)**. Education minigrant projects should have the following characteristics:

- Humanities subject-area content.
- A direct relationship to student learning.
- A clear instructional focus.
- A demonstrated relationship to the Arkansas Department of Education curriculum frameworks.
- Activities at building level or classroom level.
- New and unique to the school district.

Beginning March 1, 2004, the deadlines for applications for education minigrants will be the first day of every month except December, depending on availability of funds. WE encourage you to check with the council before applying to be sure that grant funds are available.

Applications must meet the requirements specified in the Arkansas Humanities Council's *Guidelines for Grant Applications*, pages 1-6 and 15-16, **except for the following special instructions, which modify some of the requirements**. These special instructions follow the order of the instructions in *Guidelines for Grant Applications*. The reference in parentheses following each special instruction indicates the requirement in *Guidelines* that is modified.

1. Public and private schools are eligible to apply for education minigrants, as are other entities, as long as they collaborate with schools. Public schools are not required to submit an Application for Qualification, but other applicants must either submit an Application for Qualification or already have one on file with the council. (Item 1, on page 3.)
2. Education minigrants are a special category. This announcement is the description of the category. (Item 2, on page 3.)
3. There is a special cover sheet for education minigrants (attached). There is no application form. See "To apply" below. The maximum grant amount for an education minigrant is **\$3,000**. (First paragraph of item 3, on page 4.)
4. The superintendent(s) **and** the principal(s) of the school(s) involved in the proposed project must endorse the project by signing the cover sheet in the spaces provided. (Last paragraph of item 3, on page 5.)
5. For budget instructions, see "To apply" below. (Item 4 and paragraph 3 of item 5, on page 5.) There are no cost-sharing requirements for education minigrants. (Instructions on page 14 and pages 17-18 do not apply.)
6. Submit the original plus **seven** copies of the entire grant application. (Item 5, on page 5.) If making the required copies is a barrier to submitting an application, call Jama Best at 501-221-0091.
7. Projects may begin no earlier than the 15<sup>th</sup> day of the following month after the deadline at which the proposal is submitted. For example, a project submitted at the March 1 deadline may begin no earlier than April 15. (First paragraph on page 15.)
8. Equipment includes wall maps and globes. (Paragraph 5 on page 16.)