



BOARD OF COOPERATIVE EDUCATIONAL SERVICES

First Supervisory District of Monroe County

Frederick A. Wille, District Superintendent

Monroe #1 BOCES
 41 O'Connor Road
 Fairport, New York 14450
 (585) 377-4660
 www.monroe.edu

Grant # _____ Year _____
 Review by Mini-Grant Member _____

MINI-GRANT PROPOSAL COVER SHEET

The completed Grant must give credit to Monroe #1 BOCES and must include the following information: "Funding for this Grant provided by Monroe #1 BOCES Mini-Grant Committee." Monroe #1 BOCES retains all copyright privileges.

TITLE OF MINI-GRANT:

Contact Person / Location / Telephone# _____

E-mail Address: _____

1. Review Mini-Grant guidelines. (SEE ATTACHED)
2. The Mini-Grant Proposal will:
 - not exceed two (2) typed written pages
 - state the educational need which justifies the Mini-Grant Proposal.
 - state the Mini-Grant objectives (what you will do).
 - state what the finished Mini-Grant will contain.
 - give a complete description of how the Mini-Grant will be done (including materials, activities, numbers of students & staff, etc.).
3. Complete the financial form on the Proposal Cover Sheet. This cover sheet is available disk from a Mini-Grant committee member.
4. All participants will provide supervisors with a copy of the Mini-Grant Proposal and obtain signatures on the Proposal Cover Sheet.
5. Submit the reviewed Mini-Grant Proposal & Cover Sheet to:
 Sue Wyand at EMCC / AHS or Ginny Singer in Q-9

Participants Name	Staff Position	# of Hours	Rate	Amount	Supervisor's Signature

Duplication of materials will be funded by Department: _____

Supervisor's Signature: _____