

Rotary Club of Pahoa Sunset Teacher Mini-Grant Application Guidelines

The Rotary Club of Pahoa Sunset (RCPS) Teacher Mini-Grants are competitive. We expect to receive far more applications than we can possibly fund. Follow these guidelines to prepare an application that has the best chance of being funded.

1. Grant applications are accepted from teachers in public and charter schools located in the Puna District (Pahoa Elementary, HAAS, Keonepoko and Kua O Ka La – grades Kindergarten through Grade 6). Following these Guidelines, one time grants in the amount of \$50 to \$300 will be considered.
2. Applications must be submitted using the email form posted on www.clubrunner.ca/pahoasunset. Look for Teacher Mini Grants under “Club Page”. You will receive an email confirmation of receipt after submitting
3. Keep your description short and succinct. Tell us what you want and then explain why you want it.
4. Complete the entire form and submit to: rcopfahoa@gmail.com.
5. Do your homework. Try to request an exact amount.. Applications that specify a certain item or items that an applicant wishes to purchase and notes where it will be bought and an exact price are viewed much more favorably than applications that simply ask for the maximum amount without evidence that the applicant knows exactly what the item will cost. For example, an application for an item that costs \$253.17 (including tax and shipping) from a specific retailer is viewed more favorably than an application for \$300 toward the purchase of unspecified supplies. Don’t forget to include shipping charges, taxes and other charges you can anticipate. Attaching a picture and price from a catalog/website might help the grants committee better visualize what you are requesting.
6. If our grant won’t cover the full amount of your project or item, be sure to tell us how you will cover the remaining costs.
7. Use your school’s mailing address, *not your home address*. We send a single check to each school for the total amount awarded to teachers at a particular school. Funds are then disbursed by the school administration.
8. Don’t give up! If your grant is not funded, please try again. We do keep track of how the awards are distributed, who has submitted an application, and what each teacher has requested. A cover letter to the school administration will identify which classrooms/projects are being awarded.
9. Checks will be issued two weeks following the closing date of each application cycle. ***The application deadline for each funding cycle is: The last day of each month (subject to change).***
10. Requests for capital projects such as equipment, tools, etc. are made to enhance a teacher’s unique ability to instruct students.

Other Requirements

- The maximum amount funded per grant is \$300.
- Grants for supplies, special programs, and other non-capital expenditures *must be used within 120 days of funding*.
- The RCPS asks that teachers applying for Teacher Mini-Grants share their mini-grant request and funding request with their school principal or director to keep him or her informed of their needs

and plans for their classrooms.

- An individual teacher is eligible to apply for and receive a maximum of one Mini-Grant per funding cycle, and a maximum of two Mini-Grants per school year.
- Funding will not be provided for religious education.
- The RCPS requests that any teacher who receives an award submit evidence that their project was completed successfully. Photos or newspaper articles submitted by teachers may be used to promote the Mini-Grant program. These procedures, funding cycles, and grant amounts are subject to change without notice by the RCPS. All decisions regarding grant applications by the Board of Directors of the RCPS shall be final.

Successful applicants will be published in the Club website. We Are MORE Likely to Fund:

- Requests that focus on basic skills and special projects.
- When the Request is to fund part of an item or activity that costs more than the individual Mini-Grant maximum, and the remainder of the funding has already been obtained.
- Requests for equipment that will benefit students over multiple school years.
- An application that specifies a certain item or items which an applicant wishes to purchase, and notes where it will be bought and an exact price.

We Are LESS Likely to Fund:

- When the request is to fund part of an item or activity that costs more than the individual Mini-Grant maximum, and the remainder of the funding has not already been obtained.
- Requests from multiple teachers at the same school to fund a single large item or project. Such requests should be directed to the “RCPS Community Grants Program,” a separate grant program by emailing to rcopfahoa@gmail.com .
- An application that simply asks for the maximum amount without evidence that the applicant knows what the item will cost.
- Requests for funding field trips.