



Junior League of Jackson /Educational Foundation Trust Jackson Public School - Teacher Mini- Grants

The Junior League of Jackson (JLJ) and the Community Foundation of Mississippi are partnering once again to award grants to JPS teachers for the 2020-21 school year. These funding opportunities may be used to provide additional resources to enhance learning opportunities and address critical needs in our schools. The overall goal is to increase the academic achievement and the social-emotional well-being of our scholars.

Three levels of funding are available:

- Classroom (Individual Teachers): up to \$3,000
- Team (i.e., grade level, subject area, such as English, Math) up to \$5,000
- Schoolwide Project: up to \$10,000

Deadline to apply: Thursday, June 11, 2020 before 4:00 p.m.

Group Proposals: School wide and/or team proposals are strongly encouraged. Any individual teacher may submit up to three (3) proposals that can include individual, team, or schoolwide applications. Duplicate grants from the same school will not be accepted. Grants will be awarded at the discretion of the review committee.

Technology Guidelines

For this grant cycle, no grants will be approved that include Chromebooks, laptops, computers, tablets, iPads, or desktop printers. Grants may include robotics kits, robots, software, 3-D printers, Raspberry Pi or similar devices, science probes, online applications that encourage critical thinking, coding tools and applications, and other peripheral devices. Grants may describe how the tools can be used with existing computers or other devices in the school, but the grant cannot include the purchase of new devices.

Application Process

As we continue to work remotely as a result of school closures due to COVID-19, we have adapted this year's application so that it can be completed and submitted online. The budget request form is separate from the other pages of the application to allow multiple vendor submissions. To ensure that you're document will be saved in this pdf form properly, please adhere to the following:

Please install the FREE [Adobe Acrobat Reader DC](#) before you begin your application. If you are given an option to download Adobe Acrobat Reader and Acrobat Pro Trial from this link, **please select to download Adobe Acrobat Reader**. Then, open and save the document to your computer and close it. Reopen the document and begin completing it. Make sure to save your changes before submitting your application.

Application process, continued

- Responses to each question are limited to one page. Font size must be a minimum of 12.
- Be specific in listing needs and provide school data to support those needs.
- **Only Marathon approved vendors**, or those who have agreed to become a vendor, should be listed within the budget request. If a vendor is being added, please include the **Request to Add Vendor** form as an attachment to this grant request.
- Please complete a separate Budget Request Sheet for each vendor. You may copy and paste, then complete as many as needed.
- All technology items must be approved by the **JPS Information Technology Department** before submitting your grant. Failure to do so will result in a disqualification of the grant application. **Please refer to the 2020-21 technology guidelines.**
- Consultant fees are not an allowable expenses in this grant application.
- **Applications (beyond the cover page) should not refer to the school or teacher in the grant application**, including the budget sheet. **Grants that include this information will be disqualified.**
- Applicants should not budget for:
 - Materials or supplies ordinarily included in the district budget.
 - Materials which have no creative or measurable use described.
- Submit all completed applications to Thea Faulkner via email on or before 4:00 p.m. on **Thursday, June 11, 2020**. The subject line **MUST READ: JLJ/EJT Grants 2020**. No grants will be reviewed that do not include this information in the subject line of the email. Late submissions will not be reviewed.
- All applications will be coded and graded anonymously by a panel of Junior League members and representatives from the Jackson Public School District.
- Principals should be notified of winners in August, with grants being awarded in September. However, as a result of scheduling uncertainties due to school closures in the midst of COVID-19, notification dates are subject to change.
- After the grants are awarded, selected recipients may be visited in the spring, so that the Junior League can evaluate the impact of the project and how grant funds were spent on project implementation.
- Funds must be used for the specific items requested in the grant proposal. In the event an item is discontinued or otherwise unavailable, school representatives and Partners in Education staff will determine the most appropriate substitution. The total amount of the budget cannot be increased.
- The first requisition must be submitted within 10 business days of the grantee being notified that the funds have been awarded and are available. Grantees will be provided regular updates on the status of order processing and funding expenditures. In the event a subsequent requisition is required, it must be submitted to the Partners in Education department within 10 business days of notification. Failure to do so may result in funding being forfeited. Please note that all requisitions must list JPS approved vendors.

Application Checklist

- The school and/or teacher's name(s) is only listed on the cover page.
- The school or teacher's name does not appear within the content of the grant.
- Each vendor has a separate Budget Request page.
- All expenditures, including shipping and handling are outlined.
- No taxes have been added.
- The evaluation rubric has been reviewed and all directions have been followed.
- All expenditures listed are with an approved Marathon vendors or those agreeing to become an approved vendor. If applicable, a Request to Add Vendor form is included.
- The application will be submitted to Thea Faulkner via email on or before 4:00 p.m. on **Thursday, June 11, 2020**. The email's subject line must read: **JLJ/EJT Grants 2020**. I understand that no grants will be reviewed that do not include this information in the subject line of the email and that late submissions will not be reviewed.
- One grant application and its corresponding budget request sheets, per email**, may be submitted. Multiple grants are acceptable from each teacher, but must be sent separately.
- The grant application does not include requests for Chromebooks, laptops, computers, tablets, iPads, or desktop printers. Please refer to the Technology Guidelines above regarding approved requests.

PLEASE NOTE:

All Junior League of Jackson/Educational Foundation Trust, JPS Teacher Mini- Grants are **DATA-DRIVEN**, based on the specific needs of a particular school and the scholars served. Therefore, grants **WILL NOT TRANSFER** to another school. **ALL GRANTS** will remain at the school listed on the application.