

Missouri Service-Learning Student Mini-Grants Program

Funded by Missouri Service-Learning

Missouri Service-Learning Advisory Council Students administer a mini-grant program for curriculum-based service-learning activities involving Missouri youth. Mini-grants between **\$100 to \$1,000**, are available to Missouri public or charter school groups for service-learning activities which are part of an academic class (pre K-12).

A service-learning project is defined as one or more community service activities that benefit the students' school, neighborhood, or greater community and include articulated learning goals for the youth participants. Applicants are encouraged to plan the project with input from the clients or organization that will benefit in order to ensure the project is needed and timely.

Mini-grants funds will be available in three rounds during the 2009-2010 school year.

The timeline is as follows: First Round	Accepted August 7, 2009-September 4, 2009
Second Round	Accepted October 22, 2009-November 13, 2009
Third Round	Accepted December 3, 2009-January 8, 2010

Groups will be notified about the status of their mini-grants within a month of the last day for submission. Grantees will be allowed to use grant funds through June 15, 2010.

It is important that teachers facilitating service-learning projects and these mini-grants understand the difference between volunteering and service-learning. **Educators who have not been trained in the basic components of service-learning will be required to attend or host a "Service-Learning 101" workshop offered through Missouri Service-Learning.** Teachers involved with the project may indicate prior training through Missouri Service-Learning Conferences or the National Service-Learning Conference.

Please read the following application guidelines and process instructions carefully. And feel free to call with any questions as you develop your application. Our goal is to give every child in Missouri the opportunity to learn through service.

Checklist for all Applicants

Incomplete applications will not be reviewed

- _____ Cover Sheet
- _____ Application Questionnaire
- _____ Itemized Budget for Project

Who may Apply

Student groups (with an adult sponsor) may apply. Mini-grants will be limited to one per teacher per year with priority being given to teachers applying for funds for the first time. The application may be written by youth with the assistance of adults.

Application Guidelines

- The service-learning project must be part of an academic class.
- The project must involve youth in service to their school, neighborhood, or the greater community.
- Funds may be used for supplies, materials and equipment, or transportation to a service site.
- Funds may not be used toward salary for teacher or any other staff.
- The project must include preparation activities which teach the youth the needed skills or knowledge to implement the project.
- The project must also include reflection activities which solicit and celebrate the participants' analysis and evaluation of the project.
- The funds may not be used to pay personnel or to replace state or local school funds. A maximum of \$1 per student for celebration food and drinks is allowed.
- A final report including the results of the evaluation and a final budget with receipts attached will be expected within a month of completion of the project.

Application Process

In order to apply, please complete the three page application which follows and submit it to the Missouri Service-Learning office by the specified deadlines. The responses may be written or typed directly onto this form. Lengthy responses are not expected or desired; however, enough information must be provided to enable the Missouri Service-Learning Advisory Council Students to have a clear understanding of the service-learning being funded.

A few pointers: (1) "Name of Youth Representative" is the name of one or more young people who are class, organization or project leaders. (2) In order to prepare the itemized budget, you should "shop ahead" to see how much things will probably cost and indicate the quantity and price for each item. Add tax (if applicable and then total your budget. Then round to the nearest dollar for your amount requested. Here is a simplified example:

Quantity	Item Unit Cost	Total Cost	Total Match
5	Shovels \$3.50	\$17.50	
3	Bags of Dirt 5.00	15.00	
2	Trees 35.00	70.00	
5	Bushes 10.00	50.00	
2	Rolls of Film and Developing 11.00	22.00	
	Transportation to project		\$150.00
	Subtotal	\$174.50	\$150.00
	Tax	13.08	0.00
	TOTAL	\$187.58	\$150.00
	TOTAL REQUESTED		\$188.00

Please send questions to: **Erika Brandl, Missouri Service-Learning**
573/526-5395
Fax: 573/526-4261

Please send completed Application to: **Erika Brandl, Missouri Service-Learning**
PO Box 480
205 Jefferson Street
Jefferson City, MO 65102-0480

Missouri Service-Learning Student Mini-Grant Application

Project Name _____

District Name _____

District address _____

Contact Name _____ Contact Title _____

Contact Phone _____ Contact Fax _____

Contact Email _____

Teachers involved _____

Please check all of the following that may apply regarding the service-learning training that the above teachers have received:

Attended Missouri Service-Learning Conference Date Attended _____

Attended National Service-Learning Conference Date Attended _____

Would like Service-Learning training by a Regional Center Coordinator

Current Grantee Previous Grantee Non-Grantee

Name(s) of Youth Representatives _____

Number of youth involved in service-learning project _____

Grade level of youth involved in service-learning project _____

Community Partner _____

Contact Name _____ Contact Phone _____

Number of Recipients _____ Number of Adult
Volunteers (non students) _____

Estimated hours of preparation _____ Estimated hours of action _____

Estimated Value to Communities* \$ _____ **Total hours multiplied by \$20.25, volunteer service amount*

Approximate Dates (time span) of service-learning activities to be funded

Beginning Date _____ Ending Date _____

Project Design: Please describe your service-learning project in 200 words or less

Academic Fulfillment and Community Need: Please describe the community need the project will address and describe the curricular connection this project will fulfill.

Steps of Service-Learning: Please describe the project using the 5 step process of Service-Learning methodology (Investigation, Preparation, Action, Reflection, and Demonstration/Celebration).

Results and Evaluation: Please describe what outcomes this project will address for the community and the youth participants (methods and tools for measurement).

