



Sacramento Charter High School Mini Grant Program

Mission Statement

To graduate self-motivated, industrious and critically thinking leaders who are prepared to attend a four-year college, committed to serving others and passionate about lifelong learning.

Application Guidelines

Sacramento Charter High School, School Site Council (SSC) administers a min-grant program for activities and programs designed by teachers, staff, school community members, students and student organizations. The activities or programs must be designed to improve community, student, and parent involvement and/or to increase student achievement in English and Math. Mini-grants up to \$500 are available for programs and activities of all types.

Only projects that clearly contain plans for the improvement in the above mentioned areas will be considered.

Applicants are encouraged to include activities that expose students, parents and the school community to new ways of improving involvement in the community, student achievement and parent participation.

Funds may be used for supplies, materials and possibly transportation. Funds may not be used to pay for personnel, to replace state or local school funds, or for celebration food and drinks.

Applicants should avoid seeking funds that require a continuing commitment of funds beyond the original proposal. Make note in your proposal of any other funding source(s) that you have available.

The SSC requires that a final report on the results of the projects, along with photographs, be submitted within 30 days of the completion of the project. This report describes how the event/project impacted the target group. The report should also include how the event/project could have been improved.

Applications for mini-grants are reviewed on an ongoing basis.

Who May Apply

Teachers and staff working at Sacramento High School (SHS), students attending SHS, student organizations authorized by SHS, parents of SHS students and school community members may participate in the writing of the application.

Address questions to ssc@sachigh.org

Application Process

To apply, complete the following application and submit it to the SSC by mail, fax or e-mail. Applications are also available online at www.sachigh.org. Please write or type your responses directly on to the form. Provide sufficient information to enable the SSC to have a clear understanding of your project.

If your mini-grant proposal is turned down you have the opportunity to meet with the SSC mini-grant committee to get more information. You may also speak about your proposal during the Public Comment portion of the monthly SSC meeting.

Some suggestions:

Provide all information requested.

To prepare and itemized budget, "shop ahead" to identify costs and indicate quantity and price for each item. Add tax and then total your budget, rounding to the nearest dollar to reach the amount you are requesting. Here is a sample:

<i>Quantity</i>	<i>Item</i>	<i>Unit Cost</i>	<i>Total Cost</i>
6	2 x 12, 6 pressure treated lumber	16.78	100.68
10	55 quart bags soil	16.84	168.40
11	3 quart bags fertilizer	8.76	96.36
1	Circular saw, rental one day	76.89	76.89
10	Vegetable seed packets, various types	1.53	* 15.30
	Tax		43.28
	TOTAL		476.61

*non taxable

Total Requested \$476.61

Submitting An Application

Proposals, including application and budget, must not exceed three pages. Limit one application per project. Applicant will be notified of a decision within 30 days of reviewing the application. If approved, applicants should receive funds within 15 days. Mail or e-mail application to:

Sacramento High School
c/o SSC Mini-Grants
2315 34th Street
Sacramento, CA 95817
ssc@sachigh.org
916-277-6200 school phone
916-277-6370 FAX

Sacramento High School Mini-Grant Application

Date _____

Applicant's Name _____

Organization Name _____

Address _____

Phone Number(s) _____

Name of Project _____

Number of students, parents or school community members served by this project _____

List any unique characteristics of those being served _____

Approximate date(s) and/or time span of the project _____

Total cost of project _____ Total Requested _____

Attach up to two pages including project description and budget.

Project Description: Describe the population being served. Provide sufficient information to enable the SSC mini-grant committee to have a clear understanding of your project. Do you need access to school grounds, classroom or commons area for your project?

Budget: Provide a budget for your project, including materials, supplies and/or transportation costs if any, listing quantity, unit costs, and taxes. Show the total budget for your project as well as the specific amount you are requesting from Sacramento High School Mini-Grant Program. List any additional funding sources for this project and the amount to be received.

Evaluation: describe how you will measure the impact of this project (i.e. greater student achievement in Math and English, improved parent or community involvement with your school, etc).