

COMPLETED MINI-GRANT CHECKLIST AND PROCEDURES

- ❑ All Mini-Grant projects must be completed and submitted to your contact person on or before 2:00PM, Friday, **May 13th, 2011**. Due to fiscal year budget guidelines, time extensions are not possible. If you are having problems completing or need to revise your grant please inform your contact person via e-mail. Completed projects may be submitted anytime during the school year.
- ❑ Completed projects must address **all** objectives stated within the approved proposal and any stipulation (contingency) that the committee has imposed. It is very important that you regularly refer back to your original proposal during your grant writing. During the final review of your grant, the committee will not be able to release funds if your grant does not meet the objectives and the description written in your original proposal. That match is the only way the committee can tell if your grant is complete. The committee reserves the right to determine if the criteria have not been met.
- ❑ A typewritten copy of the **enclosed summary sheet**, as well as a **copy of your approved proposal**, must accompany each copy of the grant.
- ❑ Two (2) copies of the completed grant must be submitted to the committee. One paper and one electronic copy (paper copy will be returned to the writers during the following school year). Since your grant is a B.O.C.E.S. wide publication, professional appearance is of utmost importance. Please consult with a committee member for suggestions.
- ❑ Grants must include the following: **"Funding for this grant was provided by MONROE #1 B.O.C.E.S. MINI-GRANT COMMITTEE Monroe #1 B.O.C.E.S. retains all copyright privileges."** B.O.C.E.S. holds Title to any materials to be copy written which were produced through Mini-Grant funding. The above statement should appear on the title page of your grant.
- ❑ Completed grants must include a bibliography of sources. Your contact person can advise you with guidelines.
- ❑ The Mini-Grant Committee will release the **final 70%** of each participant's allocated stipend only upon the submission of the completed Mini-Grant project and its subsequent review and approval.
- ❑ All time sheets for 2009-2010 funds must be submitted to Ryanna Dimick (sent to the East Irondequoit Early Childhood Center = EIECC) to be signed on or before May 13th, 2011.
**When completing your time sheet please remember to use you Employee Number (reflected on your pay stub) in lieu of your social security number.
- ❑ Materials developed through Mini-Grant funds becomes the property of Monroe #1 B.O.C.E.S. and are available to all staff through the Monroe #1 B.O.C.E.S. Teacher Center.