



5109 West Scott Street, Box 408

Adams Hall, Room A507

Beatrice, NE 68310

Phone: 402-228-9092

Fax: 402-228-9095

Website: [www.se-ahec.org](http://www.se-ahec.org)

## Small Grants to Teachers Available for 2009-2010

### Application Due Dates:

**November 20, 2009**

**January 22, 2010**

One-time grants of up to \$250 are available from the Southeast Nebraska Area Health Education Center (SE-AHEC) for health-related activities that must be completed before **May 31, 2010**.

The small grants are designed to encourage teachers to enhance their science, health, or health careers curriculum. These grants may be used to support a variety of projects or activities, such as:

- Classroom speakers
- Field trips
- Purchasing teaching materials (video, DVD, curriculum, etc.)
- Participation in SE-AHEC 8th Grade Science Meets or Career Fairs

Enclosed you will find the:

- Grant application form;
- Grant procedures and guidelines; and
- Grant budget form.

It is our hope that these funds will provide the opportunity for teachers to meet a need in your schools.

There are two deadlines for applications: **November 20, 2009**, and **January 22, 2010**. Please send proposals to:

Teacher Grants  
Southeast Nebraska AHEC  
5109 West Scott Road, #408  
Beatrice, NE 68310  
Phone: 402-228-9092  
Fax: 402-228-9095

You will be notified of funding approval within two weeks of the deadline. If you have any questions, please contact Robyn Henderson at [rhenderson@se-ahec.org](mailto:rhenderson@se-ahec.org) or 402-228-9092.

*"Connecting Students to Careers Professionals to Communities, and  
Communities to Better Health"*

# 2009-2010 SE-AHEC Grants to Teachers

## Guidelines and Procedures

### ***Eligibility:***

- Teachers must be actively employed by a public or private school (grades K-12) within the 17-county services area for SE-AHEC (see below for list of counties).
- Schools are allowed to submit only one application per grant cycle; therefore the applicant teacher is strongly encouraged to partner with at least one additional teacher. The lead teacher's contact information must be listed on the application *along with a letter of support from the partnering teacher(s)*.

### ***Allowable Use of Funds:***

- Speaker fees for honorarium and mileage are acceptable.
- Reasonable and necessary meal costs will be reimbursed up to State allowable rates **with proof of itemized receipts** and list of attendees. *Receipts simply showing credit card payment are not acceptable.*
- Mileage is reimbursed at allowable federal rate (current federal reimbursement rate is \$.55 per mile).
- Refreshments or snack items can be requested for after-school programs or for programs that last longer than 3 hours where a regular meal is not provided; list of attendees required.
- Teaching aids such as videos, DVDs, classroom materials, and so forth.
- Registration fees for teacher development workshops or classes.

### ***Funds cannot be used for:***

- Salaries or stipends for existing personnel under contract.
- Equipment purchases, such as for computers, projectors, or DVD players.
- Routine teaching supplies.

### ***Application Process and Deadline:***

- Complete the application form and budget request sheet.
- Attach a narrative description of the project (two-page maximum) formatted in the five sections as outlined below:
  - 1) **Purpose** -*Describe the need for the project.*
  - 2) **Objectives** -*Please list two measurable objectives and expected outcomes.*
  - 3) **Proposed activities and timeframes** -*Describe what you will do and when.*
  - 4) **Collaborating Partners** - *Describe what the role of each partnering teacher.*
  - 5) **Evaluation Process** -*Describe who will evaluate and how.*
- Attach a budget narrative explaining in narrative format the need and use for items as they appear on your budget request sheet. (One page maximum).
- Attach letter(s) of support from partnering teacher(s).
- Submit your proposals (application form, budget request sheet, project narrative, budget narrative and letters of support) to the Southeast Nebraska Area Health Education Center. Incomplete applications will not be considered.
- Proposals must be postmarked or faxed by **November 20, 2009, or January 22, 2010.**

### ***Award Notification and Memorandum of Understanding***

- Applicants will receive notice of funding approval within two weeks of proposal deadline.
- A *Memorandum Of Understanding* (MOU) outlining the terms of the funding will be signed by the grantee and Southeast Nebraska Area Health Education Center.

### ***Distribution of Funds***

- Up to 60 percent of the funds will be released upon receipt of a signed copy of the MOU agreement.
- The remaining funds will be reimbursed upon receipt of the final report.

### ***Final Reports***

- The final report is due by **June 30, 2010**, and should consist of a one-page summary of the activity, addressing all items agreed to in the MOU.
- Data such as names, addresses (including county of residence), age, gender and ethnicity of program participants *must be* collected and included in the final report. ***This demographic data is required for the federal reporting requirements of the Nebraska AHEC Program and will not be used for any other purpose.***

### ***Application Submission***

- Submit completed applications to the following address by not later than **Friday, November 20, 2009, or Friday, January 22, 2010:**

Teacher Grants  
Southeast Nebraska AHEC  
5109 West Scott Road, #408  
Beatrice, NE 68310  
Phone: 402-228-9092  
Fax: 402-228-9095

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## **Example: Budget Narrative**

1. Speaker Contracts: three speakers will be invited to participate in the activities.  
3 speakers x \$20 honorarium = \$60.00
2. Project/Educational Supplies: the activity will require four bottles of colored soda and two dozen eggs.  
4 bottles of soda @ \$1.89/per = \$7.56  
2 dozen eggs @ \$1.50 per = \$3.00
3. Transportation: three speakers will be reimbursed for their mileage at \$.55/mile.  
Speaker 1: 20 miles roundtrip @ \$.55 = \$11.00  
Speaker 2: 40 miles roundtrip @ \$.55 = \$22.00  
Speaker 3: local speaker – no mileage paid.
4. Food/Meals: Snacks will be provided for 20 students, 3 teachers and 3 speakers.  
Bottled water at \$3.50 per 6 pack x 5 packs = \$17.50  
Fresh vegetables @ \$12.00 per platter x 2 platters = \$24.00
5. Other: NONE

# 2009-2010 Southeast Nebraska AHEC Teacher Grant Application

**Title of Project:** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Applicant Teacher:** \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Finance Person in charge of budget (if different from Applicant Teacher):**

Finance Person: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tax I.D. Number of School \_\_\_\_\_

**Partner Teacher\*:** \_\_\_\_\_

School Name: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

\* If there is more than one partner teacher, please attach an additional page with the contact information for each partner as listed above.

- **Complete application packets should be faxed/postmarked by Friday, November 20, 2009, or Friday, January 22, 2010, to:**

Teacher Grants  
Southeast Nebraska AHEC  
5109 West Scott Road, #408  
Beatrice, NE 68310  
Fax: 402-228-9095

# 2009-2010 Southeast Nebraska AHEC Teacher Grant Budget Request Sheet

<b>Budget Items:</b>	<b>Cost</b>	<b>Grant Requested Amount</b>
<b>Speaker Contracts:</b> Name of Speaker and topic:		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
Speaker Contracts Subtotal	\$ _____	_____
<b>Project/Education Supplies:</b>		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
Project/Education Subtotal	\$ _____	_____
<b>Transportation:</b>		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
Transportation Subtotal	\$ _____	_____
<b>Food/Meals:</b>		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
Food/Meals Subtotal	\$ _____	_____
<b>Other:</b>		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
Other Subtotal	\$ _____	_____
<b>Total Request:</b>		<b>\$ _____</b>