

Small Grants to Teachers Available for 2009
Application Due Dates:
November 14, 2008
January 23, 2009

One-time grants of up to \$250 are available from the Southeast Nebraska Area Health Education Center (SE-AHEC) for health-related activities that will be completed before **May 30, 2009**.

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

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 14, 2008**, and **January 23, 2009**. 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 or 402-228-9092.

*“Connecting Students to Careers
Professionals to Communities, and
Communities to Better Health”*

**2009 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 \$.585 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 14, 2008, or January 23, 2009.**

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, 2009**, 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 14, 2008, or Friday, January 23, 2009:**

Teacher Grants
 Southeast Nebraska AHEC
 5109 West Scott Road, #408
 Beatrice, NE 68310
 Phone: 402-228-9092
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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 \$.585/mile.
 Speaker 1: 20 miles roundtrip @ \$.585 = \$11.70
 Speaker 2: 40 miles roundtrip @ \$.585 = \$23.40
 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 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 14, 2008, or Friday, January 23, 2009, to:**

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

**2009 Southeast Nebraska AHEC
Teacher Grant
Budget Request Sheet**

Budget Items:

(Itemize and subtotal under individual categories)

Grant Requested Amount

Speaker Contracts: Name of Speaker and topic:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Speaker Contracts Subtotal \$ _____

Project/Education Supplies:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Project/Education Subtotal \$ _____

Transportation:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Transportation Subtotal \$ _____

Food/Meals:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Food/Meals Subtotal \$ _____

Other:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Other Subtotal \$ _____

Total Request:

\$ _____