**MNADE Mini-Grant Information 2019-2020**

The following guidelines will assist you in applying for a MNADE Mini-Grant. The MNADE Board who awards the grants will review the information you provide.

The Mini-Grant program allows for funding of unique educational projects up to $500 that support and promote best practices in developmental education.

The deadline for submitting the Mini-Grant proposal is **November 1, 2019.**

Funds for projects must be expended by six months following issuance of the check.

**Mini-Grant Guidelines**

* You must be a member of MNADE to apply for funds.
* Grants may be used to compensate the time and miscellaneous expenses of the MNADE member. For projects involving research, these expenses may include stipends for project support. For example, project support may take the form of translation of documents, transcription of interviews, data analysis, etc.
* Funds may not be used to purchase equipment or curriculum. Your institution should make these purchases. Therefore, MNADE funds may not be used to purchase such items as software, clickers, tradebooks for students, tablets, etc.
* The MNADE Board reviews each proposal on its own merits.
* Please list all colleagues involved with the project. MNADE encourages departmental collaboration. List one contact person.
* Partial funding may be awarded if the amount requested is less than $500.00.
* The amount/budget requested should be specific and include supporting documentation. Round cents to the nearest dollar.
* Please acknowledge support of MNADE in any presentations you make or published papers you submit should you be a recipient.
* Summary reports should be submitted to the MNADE Board and will include a short summary for the MNADE newsletter. Recipients are also required to submit a concurrent session proposal for the annual MNADE conference.

**Mini-Grant Funding Criteria**

1. How well does the project enhance teaching and learning in developmental education? (30%)
2. How well does this project explore innovative practices? (30%)
3. Is there a specific budget amount requested that is supported with detailed documentation? (10%)
4. How would this project benefit the MNADE membership? (30%)

The rubric for evaluating proposals appears below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Exceeds** | **Meets** | **Needs Work** |
| The project enhances teaching and learning in developmental education. (3 points) | 3  | 2  | 1 |
| The project explores innovative practices. (3 points) | 3  | 2 | 1 |
| The project benefits MNADE members in their professional practice. (3 points) | 3  | 2 | 1 |
| The project includes a detailed budget. (1 points) | 1  | .5  | 0 |
| **TOTAL POINTS AWARDED = \_\_\_\_/10** |

Mini-Grant Award Procedures

1. After the Mini-Grant is awarded, a member of the MNADE Board will notify the recipient.
2. The MNADE Treasurer will send a check to the Mini-Grant recipient.
3. The funds must be expended within six months of issuance of the check**.**
4. The recipient agrees that if the project is not completed, the grant will be returned to MNADE. The recipient also agrees to return any unexpended portion of the grant in excess of $50.00.
5. After the funds have been expended, a Summary Report is required to be submitted to MNADE one year following receipt of the grant funds.

**MNADE MINI-GRANT Application Form**

**2019-2020**

Mini Grant Awards are up to $500

Due Date: **November 1, 2019**

**Submit Word-processed Proposals to:**

**Jody.Koch@century.edu**

Primary Applicant Name, Phone, and Email:

Click here to enter text.

Co-Applicants’ Names, Phones, and Emails:

Click here to enter text.

Institution:

Click here to enter text.

Position:

Click here to enter text.

Project Name:

Click here to enter text.

Amount Requested:

Click here to enter text.

1. Description of Project (1 – 3 sentences.)

Click here to enter text.

1. How would this project enhance your professional practice?

Click here to enter text.

1. Approximately how many students will benefit from this project? Please describe briefly.

Click here to enter text.

1. What is the length of time the project would impact students? What is the future impact?

Click here to enter text.

1. How would this project benefit the MNADE membership?

Click here to enter text.

1. Provide project budget details.

Click here to enter text.

1. Describe the project timeline.

Click here to enter text.

**Mini-Grant Summary Report**

**Due Date:** One year following receipt of the grant funds

Date:

Click here to enter a date.

Grant Recipients’ Names:

Click here to enter text.

Institution:

Click here to enter text.

Project Title:

Click here to enter text.

Amount of Grant Awarded and Amount Expended:

Click here to enter text.

Write a 500-word (maximum) summary that is publication-ready for the MNADE newsletter. Your results summary should include the following:

1. What is the name of your project?

2. Describe the students who benefited from this project.

4. How was the project implemented?

5. What impact did this project have on your students and/or your professional practice?

1. Other comments.
2. Your contact information.