



Mini-Grant Application

Purpose

The purpose of the Questar III Education Foundation Mini-Grant Program is to support program-related student needs and to provide funding for student enrichment to support the classroom that are **not** funded by the BOCES budget or Extraclassroom Activities Fund. Grants are awarded from the “Other” sub-fund to individuals that meet the grant criteria.

The use of funds of the mini-grant program must be consistent with The Leading Edge and Questar III core values:

Questar III is “**changing lives, realizing dreams and doing together what can’t be done alone.**” This is the purpose of Questar III. Ultimately, we exist because our districts and students need us.

Questar III Core Values:

- Commitment to Excellence
- Commitment to Leadership and Service
- Commitment to Innovation

Requestors are responsible for ensuring the following:

- Requests are in line with The Leading Edge and Questar III Core Values.
- Requested funds are not already funded by the BOCES budget or extraclassroom activities fund.
- All project information and support are included with the grant application. This includes but is not limited to detailed lesson plans and itemized quotes and invoices.

Funding Awards

The amount of funding available is dependent upon the student need or educational opportunity. Scholarships or awards to individual students must be program related or for items that are required for the student to participate in the program. All funds including those being disbursed for student enrichment to support the classroom must be approved by the District Superintendent. The Foundation will award a maximum of 1/6 of the sub-fund balance in total mini-grants each school year, not to exceed the sub-fund balance.

Mini-grant applications will be accepted throughout the school year. Please allow for a **minimum** processing time of **2 weeks** from the date application is received.

The Foundation cannot guarantee that all application requests will be funded.

Grant Recipients

Funding awarded to the grant recipient will be used solely for the purpose requested. In addition, the recipient may be asked to give a presentation on the project and provide relevant information to the Foundation including their name(s) for media and marketing purposes.

Grant application and supporting documentation must be submitted to Lynn MacDonald

lmacdonald@questar.org

or

*Questar III Education Foundation
c/o Lynn MacDonald
10 Empire State Blvd.
Castleton, NY 12033*



Mini-Grant Application

Please allow for a minimum processing time of 2 weeks from the date application is received.

Indicate which Questar III Core Value(s) this request most closely emphasizes:

- ☐ Commitment to Excellence
☐ Commitment to Leadership and Service
☐ Commitment to Innovation

Purpose (mark one):

- ☐ Student in Need, indicate name of student: _____
☐ Student Enrichment to support the classroom

Amount Requested: \$ _____ Name and Title of Requestor: _____

Building & Program: _____ Email: _____

Description of reason for request: _____

Have you applied for funding for this through the BOCES budget or Extraclassroom Activities Fund?

☐ yes ☐ no

If **no**, please explain: _____

If **yes**, was funding approved or denied? ☐ approved ☐ denied

If **denied**, please explain: _____

Enclosures:

- ☐ Itemized quote(s) and invoice(s)
☐ Other _____
☐ Other _____

Applicant's Signature: _____ Date: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved Notes:	
District Superintendent's Signature:	Date: