



WHSTEP

WOODS HOLE SCIENCE AND TECHNOLOGY EDUCATION PARTNERSHIP

P.O. Box 487, Woods Hole, MA 02543

WHSTEP Mini-Grant Program

The WHSTEP Mini-Grant Program provides seed money for new projects that support and promote science, technology/engineering, and math education. WHSTEP Mini-Grants are intended to create opportunities not ordinarily funded by the schools.

Proposals will be reviewed using the following criteria:

- Does the plan for instruction demonstrate hands-on or inquiry-based teaching and learning?
- Are science, technology and/or mathematics concepts, or the application of the principles of science/technology/mathematics, a strong component of this project?
- Does this project demonstrate the capacity to become self-sustaining?

Projects will be funded in the range of \$250–\$500 per year; consideration will be given to a request for a one-year renewal. WHSTEP mini-grants are funded on a *reimbursement basis*, meaning that the recipient incurs the expenses and invoices WHSTEP. Original receipts or invoices are required, and payments will be made in a timely manner.

WHO MAY APPLY?

- Teachers in all Falmouth, Bourne, and Mashpee schools (public and private)
- Persons from a member institution/agency, business, parent-teacher organization, or community member partnering with a teacher in one of the member schools

WHEN?

Applications can be submitted at any time, but will be reviewed **two times per year**.

DEADLINES: Applications must be received by 4 p.m. on the following dates: **April 26, 2019 or November 29, 2019** to be considered for that round of funding. Proposal review and notification will take place within 4 weeks of the deadlines.

Need Assistance?

If you have an idea but aren't sure if it's a match for WHSTEP's Mini-Grant Program for Teachers, please do not hesitate to contact us at WHSTEP (whstep-info@whoi.edu) to answer questions or talk over plans.

WHSTEP Mini-Grants are made possible by support from our members and donations from individuals and local businesses.

WHSTEP Mini-Grant Cover Sheet

Name _____ Date _____

Mailing Address _____

Phone _____ (w) _____ (h)

E-mail _____

Place of Work _____

Position or Title _____

Proposed Grant Amount _____

Endorsements:

School Principal/Headmaster/Department Head:

Print Name Phone Signature

Project partner (if applicable)

Print Name Phone Signature

Application Checklist:

I have reviewed my application and can affirm that:

___ I have described how this grant will be used to develop an activity that contains inquiry-based learning or student hands-on tasks.

___ I have described activities that incorporate math, science or technology into the lesson plans.

___ I have described how the lessons or activities will become self-sustaining after the initial grant funding is spent.

___ I have explained how the project improves or expands upon the existing curriculum.

Responsibility of Applicant:

I accept the responsibility for the accuracy of the information provided on this application. I understand that I am required to provide a brief report to the Woods Hole Science and Technology Education Partnership (WHSTEP) regarding the results of my efforts under this grant.

Applicant's Signature Date

Rev. 10/08

For WHSTEP Use Only:

Review Date _____ Funded @ _____ Disbursement Date _____

Notes:

WHSTEP Mini-Grant Proposal Application

****A complete proposal contains the following****

I. COVER SHEET (OVER)

II. PROJECT DESCRIPTION

Use the headings below to explain your project in 1-2 pages:

- Project Title
- Objectives of the project
- Description of activities to support the objectives
- Expected outcomes and benefits to the students and the school
- Projected time line

Be sure to explain how your project meets the WHSTEP funding criteria. Does the project

- Include hands-on or inquiry-based teaching or learning?
- Include science, technology, or mathematics concepts as a major component?
- Have the capacity to become self-sustaining?

III. BUDGET

Itemize any of the following as appropriate:

- Supplies/Equipment
- Registration fees
- Printing
- Consultant fees
- Other

Matching funds, though not required, can also be listed. Please note that applicants who send in a proposal without an itemized budget will be asked to supply one before funding will be considered.

Submit completed application by 4:00 p.m. on April 26, 2019 or November 29, 2019 to:

WHSTEP Mini-Grant Program
PO Box 487
Woods Hole, MA 02543

Applications may also be scanned as PDFs and emailed to whstep-info@whoi.edu or faxed to WHOI Academic Programs Office, Attention: WHSTEP Mini-Grant Program, (508) 457-2115.