



TO: Scott County and Oneida Special School District Teachers

DATE: 2/9/24

RE: **2024-25 Josetta Griffith MINI-GRANT PROGRAM** funded by
First National Bank of Oneida, TN.

The FNB Mini-Grant Program for 2024-25 is funded with \$50,000.00. **The deadline for applying is 3/29/24**
Funding will be awarded this spring. This will give you time to order supplies and be ready to implement your
project at the beginning of next school year.

Please read carefully the following requirements.

- All applicants must be employed in the Scott County or Oneida Special School District and must have direct student involvement.
- The maximum grant request per teacher is \$500. **No more than two teachers may jointly apply for a grant and the maximum for joint applications is \$1,000.**
- Only one grant application per teacher per year.
- All applications must be typed. Handwritten applications will be rejected.
- Projects for consideration must have direct student involvement.
- Funds can be used to purchase equipment or to provide field trip transportation, but not when these are ends in themselves. Equipment and trips should be just one component of a well-planned unit of instruction.
- Equipment (monitors, calculators, etc.) and materials (software, books, maps, globes, etc.) become the property of the school system for which the teacher is working when the grant is awarded. It can move with the teacher within the school system to which it was awarded, if appropriate. The appropriateness of taking the equipment and/or materials to another school will be determined by the Director of Schools or Superintendent of Schools of the system involved.

When a teacher leaves employment of the school system, the equipment and/or materials purchased with FNB Educational Mini Grant funds will remain with the school system that employed the teacher. Appropriate re-allocation of the equipment and/or materials will be determined by the Director of Schools, if it's a Scott County School System teacher or the Superintendent of Schools, if it's an Oneida Special School District teacher.

- Proposals may incorporate community resources. Community organizations could donate needed equipment, services, or free admission to events.
- The number of students affected must be clearly stated.
- Applications are due March 29, 2024. Notification of awards will be made this Spring.
- The proposed project must be implemented during the 2024-25 school year.
- Recipients of the grants will be expected to participate in an evaluation visit to the classroom by a member of the Mini-Grant Review Committee or representatives of First National Bank of Oneida. Accurate records and

receipts must be kept, and unused funds must be returned to the First National Bank of Oneida, TN. Final reports on your project are due no later than 4-29-2025.

- Signed approval by your school principal must appear on your Mini-Grant application.

Applications will be reviewed anonymously on a competitive basis by a review committee composed of community representatives.

In reviewing the application, the committee will use the following criteria:

1. Is the statement of proposed project clear?
2. Are the objectives of the project clearly stated? Are the objectives attainable by students of the age shown on application?
3. Does the application contain all necessary information on the project including a timetable for implementation, all needed materials and resources, and a budget? Are they reasonable?
4. Does the project include "hands on" activities?
5. Is the project creative and innovative?
6. Does the project as stated appear to provide a meaningful experience for the involved students?
7. Are all materials related to the overall project?

After considering all the applications, the Mini-Grant Review Committee will determine which projects will be funded. Unless otherwise stated, all applications become the property of the First National Bank of Oneida and will not be returned following the granting process.

These Mini-Grants have allowed you to stretch your imaginations and expand upon required classroom curriculum and put dream projects into action. We invite you to apply!

Application forms are available on your school system shared network or contact me and I will email you the application to complete using your PC. Then you can return it to me via email, mail or deliver in person.

For further information and answers to your questions concerning this Educational Mini-Grant Program, please contact Sheneka Burchfield at 423-569-8586 Ext. 2114 or shenekab@fboneida.com

Sheneka Burchfield, Marketing Director