**Purpose**

The SCCEC Mini Grant was established to support efforts of direct services to exceptional children. Such awards could include, but are not limited to: individual/classroom teaching practices, education programs, enrichment programs, recreation/leisure programs, parent training programs or career education programs.

**Eligibility**

1. Any teacher, administrator, school psychologist, support staff, related service personnel, teacher trainer, or college student who is a member in good standing in the SCCEC.
2. The children being served must meet eligibility criteria for special education services as outlined by the SC Department of Education (ages 3-21) or BabyNet (age’s birth-2).
3. The program shall be provided by a public school, private school or agency in South Carolina.

**Application and Selection Process**

1. The applicant must complete the application pages and upload through the online application process at:
2. The selection committee shall include a committee chairperson appointed by the president, three SCCEC members representing different geographic areas, two professionals not affiliated with SCCEC. The committee chair will select committee members, but will remain a non-voting member of the committee. Committee members will evaluate applications through a blind review process.
3. The Mini-Grant Award (s) will be announced at the first SCCEC Executive Board meeting for the fiscal year. The recipients will be recognized at the Annual Conference.

**Fiscal and Technical Requirements**

1. The award will be for one fiscal year (July 1- June 30). Funds may not be obligated or expended after June 30 of each grant year. There are no carryover provisions. The award may be given to the same project more than once; however, the competitive application process must be used each time.
2. Each individual award may be for amounts up to $750.00. The selection committee may select any number of proposals provided the total does not exceed the amount designated for awards by the executive committee for the current year. The selection committee may offer a partial award for a proposal.
3. Where awards are given to school or agency staff to provide services within the system, an appropriate administrative signature will be required as being supportive of the proposal.
4. If an awardee is transferred within South Carolina, the SCCEC executive committee will determine if the award should follow the applicant, remain with the school or agency of the original grantee by offering it to the appropriate person to administer, or be reassigned to another applicant for that year. If none of these options are appropriate, the monies for that award will be returned to the SCCEC for dissemination during the next fiscal year.
5. Payment of project funds will be advanced upon project approval. Funds will be disseminated to the designated school, district or agency. Individuals will not receive funds directly. There will be no administrative funds available for the award.
6. Administrative equipment and hardware are not allowable cost. The primary purpose of this grant is not to provide educational equipment. Instructional equipment is allowable given that the needed equipment is not readily available from another source, such as the school district or the grantee’s agency. Equipment is distinguishable from supplies in that it has a useful life of at least a year, costs more than $75 per unit and is more feasible to repair than to replace. Any equipment purchased with the project shall become the property of the school district or agency of the grantee. In the event no agency or system is involved with the award, the equipment will be returned to the SCCEC to reallocate as part of the award process.

Materials and supplies, which include the costs of expendable items or computer software, are allowable costs when needed to implement the project, granted materials are not already provided to the grantee by another source. Unused materials and supplies become the property of the school district or agency or should be returned to SCCEC for reallocation.

Contractual services for personnel are allowable as long as the personnel are not on the school district or agency payroll. No payment of professional or nonprofessional salaries or stipends is allowed.

Travel costs are allowable to cover the costs of transporting students to participate in planned activities, such as field trips. No professional travel is allowable except as directly related to providing a direct service for the exceptional child or youth.

**Report of Award Project**

1. A final written report will be due by June 30 of the award year to include a summary of the most significant events, an evaluation of results, and an expenditure report with receipts attached. This report will be submitted to the SCCEC executive committee.
2. The recipient will be required to participate at the convention during the award year by making a presentation related to the project.
3. The recipient will be encouraged to submit an article to be published in the SCCEC newsletter.

**Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Funds Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Statement of Need**

**Project Design**

**Project Goals and Objectives**

Directions

1. Identify a result you expect to achieve through this project.

2. Describe what you will do to achieve this result.

3. What data will you collect to show that you have achieved this result?

4. Are there target benchmarks for progress toward achieving this result over time?

5. Combine the information from Steps 1–4 into one sentence. (This combined statement is a performance measure.)

6. How long will it take to achieve this result?

7. What baseline data will you need to have to measure achievement of this result?

Goal(s):

Objective(s):

**Strategies and Activities**

**Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date–End Date** | **Activity to Achieve Objective** | **Related Objective and Goal** | **Evidence that shows Activity Has Been Completed OR Data to be Collected from Activity** | **Persons/Agency Responsible** |
|  |  |  |  |  |
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**Evaluation and Dissemination**

**Application Budget**

**ANNUAL BUDGET SUMMARY FORM**

|  |  |  |
| --- | --- | --- |
| **OBJECT** | **AMOUNT** | **Brief Description** |
| Purchased Services (300) |  |  |
| Supplies and Materials (400) |  |  |
| Other (600) |  |  |
| Total Direct Costs |  |  |
| TOTAL |  |  |

**Signatures (please do not type names- these must be signed)**

Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Building Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Attach a sheet with any additional pertinent information.**

**Submit application (required) and additional sheet (optional) (saved as .doc or PDF) through the link found on the SC CEC Awards homepage:** [**http://community.cec.sped.org/sc/awards**](http://community.cec.sped.org/sc/awards)**.**

**This link will be active September 1, 2020 and responses will be collected through 11:59pm on December 15, 2020.**

**DEADLINE: December 15, 2020**