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. If reimbursement forms are not received within 3 years of the reward letter, recipients may be asked to reapply for the Mini-Grant.

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 5 p.m. on the following dates: **March 31, 2023 or November 30, 2023** 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.network@gmail.com) 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.

Rev. 2/23

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. If materials
purchased do not match the materials initially applied for under the grant, WHSTEP has the ability to
withhold reimbursement funds. I understand that I am required to provide a brief report to WHSTEP
regarding the results of my efforts under this grant.

_____
Applicant's Signature   Date

Rev. 2/23

_____
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 5:00 p.m. on March 31, 2023 or November 30, 2023 to:

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

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