

# THE EDUCATIONAL FOUNDATION FOR THE ROSEMEAD SCHOOL DISTRICT

## MINI-GRANT APPLICATION FOR THE 2025-2026 SCHOOL YEAR

The Educational Foundation for the Rosemead School District (“The Foundation”) is a non-profit, community based organization established to support, enrich and supplement the instructional program of the Rosemead School District. The Foundation is pleased to announce its 15th Annual Mini-Grants Award Program for the school year 2025-2026.

The Foundation supports strong programs initiated at school sites that will improve the learning environment, increase instructional effectiveness, and enhance the educational experience for students and teachers.

### **Purpose:**

The purpose of the mini grant is to provide teachers and staff with additional funding, **not typically covered by school or district funds**, to create or enhance instruction and/or learning environments to support and maximize student achievement and social emotional health.

### **Who May Apply:**

- Any teacher or staff in the district.
- Teachers can apply in teams (at least 2 teachers) for a total grant award not to exceed \$1000. Teams are not limited to grade levels. In the application, specify how the funds will be used to improve the academic achievement and social emotional well-being of the students represented in the grant.

### **Application Timeline:**

<b>November 3, 2025</b>	Start of application process
<b>December 12, 2025</b>	Application deadline
<b>December 15, 2025</b>	Mini-grant recipients selected
<b>Week of December 15, 2025</b>	Grant monies presented to recipients
<b>June 30, 2026</b>	Recipients must submit final accounting of monies spent

### **Requirements:**

1. Grants will be awarded to teachers in amounts up to \$500.00 or teams up to \$1,000.00.
2. Funds must be used to improve classroom instruction through curriculum development, technology, equipment, or purchase of supplemental materials. It is recommended that materials, technology, and equipment be reusable and not one-time use or consumable.
3. Field trips will not be funded with mini grant awards.
4. ***Grant awardees will be expected to create a poster display or video presentation of their project due by February 27th.***
5. All equipment and/or materials purchased by the mini grant shall become property of the school site where the grant is awarded.

### **Application Process:**

Proposals should be as brief and simple as possible, and should not exceed the space limits of the application form.

Please submit the completed and signed application no later than **December 12, 2025** as instructed on the last page of the application form.

All grant money must be accounted for by **June 30, 2026**. Unused funds will be returned to The Foundation.

**Rubric:**

	<b>Project Description</b>	<b>Need Analysis</b>	<b>Project Expectations</b>	<b>Budget</b>
4 – 5 Exemplary	Project is <b>clearly defined with detail.</b>	Needs are <b>clearly defined</b> and reasons for needing the grant are <b>detailed.</b>	Expectations are <b>clearly defined with details.</b>	Items are listed clearly with vendor names and cost. Shipping is listed.
2 – 3 Adequate	Project description is <b>general.</b>	Needs are and reasons for needing the grant are stated in <b>general terms.</b>	Expectations are defined in <b>general terms.</b>	Missing <b>one</b> of the following: Items, cost, vendor, shipping
1 Minimal	Project description is <b>vague.</b>	Needs or reasons are <b>vague or missing.</b>	Expectations are <b>vague.</b>	Missing <b>two</b> of the following: Items, cost, vendor, shipping

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MINI-GRANT  
COVER SHEET

Program Title: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Application Type: ☐ \$500 Mini Grant ☐ \$1000 Team Grant (all names must be listed above)

School Site: Check one. ☐ Encinita ☐ Janson ☐ Muscatel ☐ Savannah ☐ Shuey

Grade Level:

☐ PreK ☐ TK/K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Primary Contact Information:

Work Phone/Extension: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Category of Program:

Check the one that mostly applies to your proposal.

☐ Mathematics

☐ Social Science

☐ Other: \_\_\_\_\_

☐ Reading/Literature

☐ Technology

☐ Science

☐ Music

☐ Arts

☐ Social Studies

Brief Description of Program:

(NOTE: This will be used in publicity materials if your proposal is accepted.)

Budget Summary:

Total Request Amount: \$ \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Site Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

**MINI-GRANT  
PROPOSAL DETAILS**

**Project Description:** Describe your project, including how many students will be served by this Mini-Grant.

**Needs Analysis:** Describe the need that this program will fill and why you need assistance.

**Project Expectations:** What do you expect to achieve? What skills will students acquire?

**MINI-GRANT  
BUDGET DETAILS**

**Budget:**

List the items for which you are requesting funding from the Foundation, listing any materials, training, or services required. Be specific with your budget requests. Budget details with broad categories or amounts (e.g. \$25 – art paper, \$30 – art supplies, \$50 – books) will not be accepted.

<u>Item</u>	<u>Vendor</u>	<u>Cost/Amount (\$)</u>
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____
9. _____	_____	\$ _____
10. _____	_____	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

NOTE: The grant funds will be awarded for the amount listed above **only**. Any additional expenses due to increased costs, changes in shipping costs, or any other unforeseen circumstance will not result in an increase in the award amount.

**Applicant's initials:** \_\_\_\_\_

Please submit the original proposal (pages 3 – 5), with signatures,  
to be **received no later than December 12, 2025 by 4:00 p.m.:**

The Educational Foundation for the Rosemead School District  
Attn: Mini-Grant Selection Committee  
3907 Rosemead Blvd.  
Rosemead, CA 91770

\*Interdistrict mail is also acceptable

*or*

Email: [rosemeadedfoundation@gmail.com](mailto:rosemeadedfoundation@gmail.com)