



## Comstock Public Schools Foundation

5455 Gull Rd., Ste. D #171, Kalamazoo, MI 49048

[www.ComstockPSFoundation.org](http://www.ComstockPSFoundation.org) • eMail: [Office@ComstockPSFoundation.net](mailto:Office@ComstockPSFoundation.net)

### Teacher Mini-Grant Information Packet - Application Guidelines

Any teacher or staff member may apply for a grant through the Comstock Public Schools Foundation. The maximum amount of the Mini-Grant will be \$250.00 per project.

Grants will be awarded based on the anticipated benefit, primarily for the students and secondarily the staff of the Comstock Public Schools. The number of students impacted and how they will directly benefit will be of primary importance in evaluating the grant request.

Only one Mini-Grant will be awarded to an individual staff member in any school year.

1. Please complete all the questions on the Mini-Grant form (preferably printed or typed) and provide as much information as possible.
2. Applications must be submitted to the Foundation through the applicant's building principal.
3. Applicants are welcome to attend a Foundation board meeting to discuss the grant proposal and are required to attend a future board meeting to summarize the results of the approved grant.

Mini-Grants' consideration and subsequent approval will be based on the order the Foundation receives them. The Foundation will begin accepting Mini-Grant Applications in September of a school year and award four Mini-Grants on a "first-come" basis until four are awarded for that school year.

Please return/postal mail the completed Mini-Grant Application to Comstock Public Schools Foundation, 5455 Gull Road, Ste. D #171, Kalamazoo, MI 49048-7654. The Application may be scanned into a pdf and emailed to: [Office@ComstockPSFoundation.net](mailto:Office@ComstockPSFoundation.net) with Teacher Mini-Grant in the subject line.

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