

# Ray of Hope

## Teacher Mini-Grant

### Budget Guidelines for Awarded Mini-Grants

Grant monies are not available for spending until deposited with the school district and individual budgets have been set up through the district's accounting department.

Provide receipts of purchases.

Items purchased must be in accordance with the budget submitted in your original mini-grant application. Any requested changes must be discussed with our office **prior** to purchase! Instructions regarding this process will be provided once your grant has been awarded.

It is **permissible to include** shipping or delivery costs of requested items as part of the mini-grant budget. These costs must be on the original budget or brought to the attention of the AAAE board for approval. Not all extra cost will be approved!

**You may not spend more grant money than awarded for your project.** If your campus receives more than one mini-grant, you may **NOT "pool"** your funds – each grant must spend according to its own individual budget as awarded by AAAE. Unanticipated charges or cost overages above the amount of your award must be paid out of local funds or from other funding sources.

Awarded grants remain with the originating campus, even if the primary applicant transfers or leaves and if there are no other applicants named on the grant application; the grant is forfeited and the awarded funds revert to AAAE.

**If you receive a mini-grant, you are required to submit a minimum 1 page explanation of how the money was used and the outcome of the program.** The reports may be submitted via email or campus mail and are due by the end of your project or by the close-out date for your grant period, whichever comes first. On the front page of the report include:

- Title of your program
- Application/award period for your mini-grant (ex. Spring 2018)
- Name of the program administrator
- Campus name
- Name of the person submitting the report

You may include photos or additional materials with your report, if you wish. Some recipients will be asked at random to give a brief presentation at an AAAE Meeting.

The awarded grant money will be available for approx. 18 months. Closing dates will vary depending on the grant period. Any funds remaining after the accounts are closed will be returned to AAAE.

### **??? QUESTIONS???**

**For purchasing questions, please contact Bradley Bateman, AAAE Treasurer, @ (501) 612-2696**  
**For all other grant-related questions, please contact Angela Smith, AAAE VP, @ (501) 541-4087 or**  
[angela.smith2@lrsd.org](mailto:angela.smith2@lrsd.org)

