



ICE Mini-Grant Application Guidelines

ICE is the leader in supporting and promoting innovative education for all. The purpose of the ICE Mini-Grant Program is to provide ICE members throughout the state with funding for educational technology projects that showcase innovation and creativity and directly benefit students.

The following guidelines apply to all Mini-Grant proposals:

1. The primary applicant must be an ICE member in good standing.
2. The primary applicant must be affiliated with an educational institution.
3. The maximum amount of the Mini-Grant award is \$1,000. Projects for any amount up to \$1,000 are welcome. Budget should reflect actual amount needed to fund project.
4. Each application must be for one project/activity. Although a person can submit applications for more than one grant, only one grant per applicant will be awarded. Each application will be evaluated independently.
5. The primary applicant's supervisor/principal/administrator must sign the Mini-Grant Signature form supporting the technology project.
6. Completed applications and signature form must be received by the Mini-Grant chairperson by the announced closing application date as posted on the ICE website. Incomplete applications and/or signature form will not be accepted past the closing application date.
7. Hardware, software, subscriptions and/or supplies funded by the ICE Mini-Grant Program will become the property of the primary applicant rather than the school district. If the applicant leaves his/her school district or transfers to another position, all materials funded by ICE will remain the property of the primary applicant and may be transferred to the new classroom or institution.
8. All funds must be used to support the project as stated in the application and the detailed budget.
9. Awards are non-transferable.
10. Executive Board and Governing Board members of ICE are not eligible for Mini-Grant awards.
11. Projects must be completed by the primary applicant no later than six months from the award date.
12. Grant awardees agree to share their project/activities at the annual ICE Conference or in an electronic format (article for newsletter, webinar) posted on the ICE website.
13. Grant awardees agree to complete the project and ensure that all funds are used as requested in their detailed budget.
14. All receipts for reimbursement must be submitted to the ICE office no later than MAY 15, 2017. Use of proper reimbursement forms are required.
15. In the event of a conflict, ICE policies will not supersede school district policies of the primary applicant.

The following criteria will be used to evaluate Mini-Grant proposals:

- Proposal effectively integrates educational technologies into classroom instruction.
- Closely aligns with the ISTE Standards for Students and the mission of ICE.
- Initiates a project or aspect of a project that is new, innovative, and creative.
- Proposal has potential for other teachers to replicate or build upon the project and extend its use.
- Project purpose and description is well-defined and concise; and
- Detailed budget, timeline, and plan for evaluation of outcomes are clearly stated.

Contact ICE Awards Co-Chairs Lorie Jessup (lorie.jessup@gmail.com) or Deb Thomson (dthomson@iceberg.org) for questions.

IMPORTANT DATES:

Application submission window opens **SEPTEMBER 15, 2016**.

Completed application forms and completed signed Mini-Grant Approval form window closes **NOVEMBER 01, 2016**.

APPLICANTS will be notified of their GRANT STATUS on **NOVEMBER 30, 2016**.

Reimbursements for awarded Mini-Grants must be submitted to the ICE office by **MAY 15, 2017**.