

The Memorial Library and  
the Holocaust Educators Network

**Mini-Grant Application Form**

Please fill out the following form and return it, along with your proposal, to Jennifer Lemberg ([Holocaust.educators@gmail.com](mailto:Holocaust.educators@gmail.com)) and Sondra Perl ([Sondra.perl@lehman.cuny.edu](mailto:Sondra.perl@lehman.cuny.edu)). All mini-grant requests should be read and approved by Sondra and Jennifer before being submitted to the Board of the Memorial Library.

Name(s):

School:

Writing Project Site:

Title of Project:

Intended Dates of project (anticipated beginning and ending dates):

Total Amount requested (up to \$1000):

Description (please describe your project in an abstract of no more than 100 words):

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To complete this section, please attach a formal proposal of no more than three pages in which you describe the scope of your project and your budget request of up to \$1000. Your proposal should include:

### Proposal Narrative (two pages):

- a detailed description of the project and your implementation plans (what you intend to do and why);
- a time frame and schedule of planned events and activities;
- the approximate number of students, teachers, or community members involved;
- the intended outcomes of your project: what is the anticipated benefit to your students, your school, your community, or your WP site?

### Budget Request (one page):

An itemized budget and an explanation of how requested funds will be spent.

Please indicate when funds will be needed (i.e., will money be spent out of pocket and reimbursement requested? will advance funding be necessary?).

### Procedure:

Mini-grant applications can be submitted at any time during the school year. They will be read by Sondra and Jennifer, who may offer suggestions for improvement. Completed applications will then be submitted to members of the Memorial Library Board. Final approval may take up to four weeks.

Upon approval, mini-grant recipients will be required to

- post a description of the approved project to the HEN listserv and/or blog;
- submit updates to the Board upon request;
- submit a formal report upon completion of the project. This should include a description of what happened, the number of students, teachers, or people from the community you reached and your reflection on the impact of your program. If appropriate, you should attach sample student work, press materials, photographs, etc.;
- provide all original receipts, along with a completed documentation form provided below.

If you have questions about any stage of the application process, please be in touch with either Jennifer or Sondra.

