



JACQUELYN H. MILLER ENDOWMENT FUND 2012 GRANT PROPOSAL GUIDELINES

A. Proposal Requirements

1. All applicants must be members of MiAEYC. Membership will be verified by the State AEYC office.
2. All grant projects must take place in Michigan.
3. A careful review of all guidelines should be made before submitting a proposal. When guidelines are not followed, the proposal will not be considered for funding.
4. There must be two names listed with each proposal, a principal applicant and a secondary applicant. This is a safeguard in the event that the principal applicant moves or is unable to assume responsibility for the project between the time of submission of the proposal and the award of the grant. Signatures of both applicants must be on the cover sheet.
5. The proposal *must* include a coversheet and three (3) letters of recommendation, one of which must be from a MiAEYC member, indicating support of the project. Additional letters of support may be attached to document other organization or community support.
6. Current MiAEYC Governing Board members or employees may not apply for a Jacquelyn H. Miller Endowment Fund Grant as principal applicant or secondary applicant. A Governing Board member, however, may write a letter of support for a proposed project.
7. An original and one (1) copy of the application and attachments must be submitted.
Proposals for 2012 are due in the MiAEYC office by February 3, 2012.

B. Proposal Guidelines

1. Proposals *must* be no longer than five **typewritten** pages.
2. Proposals *must* use the following section headings:
 - a. Project description (include description and size of target population)
 - b. Relevance to endowment focus: *Children and the Arts or Learning Environments*
 - c. Justification of need
 - d. Procedures
 - e. Timeline
 - f. Anticipated outcomes
 - g. Benefit to children of Michigan
 - h. Involvement to MiAEYC members
 - i. Line item budget (see budget requirements)
 - j. Budget narrative (see budget requirements)

C. Budget Requirements

1. Individual grants may range from \$500 to \$900TM.
2. Complete the budget form.
3. Attach a budget narrative detailing income and expenses.
 - a. Requests for funds for equipment, on-going operation of existing programs, or a refunding of identical programs will *not* be considered for funding.
 - b. If there are personnel costs, please itemize and provide justification.
 - c. If a request for funds has been made from other sources in addition to MiAEYC, please indicate the sources and the dollar amount of the requests.
 - d. Indicate how the proposed project will be changed if all sources of projected funds are not available including deliverables.
 - e. If funds are being sought from more than one source, try to divide the project into phases, projecting support from another funding source for a second phase. Indicate the deliverables for each phase. In the event that all projected funds are not successfully secured, at least one phase of the project could be completed.
 - f. If a proposed budget item appears excessive for the nature of the project, the Jacquelyn Miller Endowment Committee may eliminate the budget item from consideration.
 - g. Debt incurred by the applicant is the sole responsibility of the applicant.

D. Selection Process

1. The Grant selection process is as follows:
 - a. Each proposal is evaluated by the Endowment Committee using a weighted grant rating form.
 - b. Recommendations of the Endowment Committee are made to the Michigan AEYC Governing Board for its review and approval.
2. Proposals must address the Endowment focus: *Children and the Arts or Learning Environments*
3. Proposals will be rated on the following criteria:
 - Clarity and comprehensiveness of the project
 - Clearly documented need
 - Number of people to be impacted by the project
 - Degree to which the project addresses stated Endowment focus
 - Innovation of project (for the particular community)
 - Realistic plan
 - Realistic time frame
 - Realistic budget: line item budget
 - Realistic budget: budget narrative
 - Degree to which children benefit from the project
 - Level of networking with other organizations.

E. Procedures for Awarding Grants

1. The grants will be awarded at a meeting held during the MiAEYC Annual Conference at the Amway Grand Plaza Hotel, Grand Rapids, Michigan.
2. Written confirmation of the award and a check will be sent to the principal applicant of each selected project. Recipients of grants must acknowledge receipt of the monies in writing within ten (10) days of receiving the check.
3. Each selected project must submit a written progress/summary report to the MiAEYC Governing Board by March 1, 2013. The report will be submitted to the chairperson of the Endowment Committee.
4. Money not distributed will revert to the Endowment principal.

F. Procedure for Proposals Not Funded

1. Authors of proposals not funded will be notified to that effect.
2. Evaluations of proposals will be available upon request.
3. Proposals not selected for funding will not be held over from one year to the next.

G. Final Report

The final report will include the following information:

1. Documentation that the Project was completed.
 - a. Documentation could include a written position statement, report, a copy of training material completed, a newspaper story describing the results of the project, photographs, or other similar documentation.
 - b. All products/materials must include the statement "Made possible by a grant from the Jacquelyn H. Miller Endowment Fund of the Michigan Association for the Education of Young Children."
 - c. Products/materials must also prominently display the following disclaimer: "Products, services and philosophical positions presented by Endowment grant recipients are representative of the individuals involved and do not reflect an endorsement by the Michigan Association for the Education of Young Children."
2. A written description of the steps taken to plan, implement, and complete the project accompanied by an evaluation of the effectiveness of the project.
3. A final budget detailing how the money was spent.

Application and one (1) copy should be submitted to:

Jacquelyn H. Miller Endowment
Michigan AEYC
839 Centennial Way, Suite 200
Lansing, MI 48917-9277
(800) 336-6424

Michigan Association for the Education of Young Children
JACQUELYN H. MILLER ENDOWMENT GRANT PROPOSAL COVER SHEET
2012

1. Name of Primary Applicant (Project Director)

2. Name of Secondary Applicant

Address: _____

Address: _____

Phone: (H) _____

Phone: (H) _____

(W) _____

(W) _____

Fax: _____

Fax: _____

Email _____

Email: _____

Please * preferred contact method

Please * preferred contact method

Proposal Focus: Children and the Arts

Learning Environments

Title of Proposed Project: _____

Abstract of Proposal:

Amount Requested: \$_____.

Attachments (please check that they are enclosed)

- Budget
- Budget narrative

Signatures of Principal Applicants

Date:_____