

NAFSA Region XII Northern District \$500 Mini-Grant Information & Application

The NAFSA Region XII Northern District Mini-Grant Program has been created with the purpose of advancing international education and the professional development of international educators in the Northern District. Northern District members may make use of these funds for innovative educational projects for educators, campuses, communities, or the Northern District at large. Project proposals may relate to NAFSA knowledge communities, SIGs, MIGs, districts, or other interest groups. Creativity is encouraged.

Mini-grants may be used for one-time events or activities, or be used as "seed money" to start a program that may become ongoing.

What Is A Mini-Grant?

Mini-grants of up to \$500 are awarded to for innovative educational projects for educators, campuses, communities, or the Northern District at large. Projects may be workshops, materials creation, special events, trainings, and other innovative and creative projects that advance international education and/or the professional development of international educators in Region XII Northern District. Mini-grants require cost-sharing by the project sponsor and cannot be used for entertainment or food and beverage expenses. The mini-grant program is not a travel grant program. Mini-Grant applications may be submitted at any time and will be reviewed and awarded on a first come, first served basis. Awards will be made as long as funds are available according to the Region XII Northern District annual budget based on the fiscal year of January 1 to December 31.

Mini-Grant Projects as Resources

The intention of the Mini-Grant is to provide money for innovating projects that are then made available to the membership so that others may replicate or build upon the work that others have done before them.

How Do I Apply?

1. Download and complete the Mini-Grant Guidelines and Instructions.
2. Submit the Mini-Grant Application to the Northern District Chair. A reply will be made within two to four weeks.
3. A project evaluation and report must be submitted to the Mini-Grant Committee **within 30 days of the Project End Date** as stated on the Mini-Grant Application.

Questions?

If you have questions about the Region XII Northern District Mini-Grant or need assistance with your Mini-Grant proposal, contact NAFSA Region XII Northern District: region12north@gmail.com

REGION XII NORTHERN DISTRICT MINI-GRANTS PROGRAM

NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATION

MINI-GRANT PROJECT PROPOSAL

On separate sheets or using this form with a word processor, please answer the following questions and present your project proposal under the following headings. Attach extra documentation as requested.

PROJECT TITLE:

SECTION 1 — SUMMARY DESCRIPTION

Please provide a brief summary description of the proposed project in 50 words or less.

SECTION 2 — GOALS AND OBJECTIVES

Explain the project goals and objectives. Who will benefit from the project? How will it contribute to the advancement of International Education or the professional development of Region XII Northern District NAFSA members? Is this project innovative, and if so, how?

SECTION 3 — PROJECT ACTIVITIES

Describe in some detail the activities planned for the project. Include location, dates, and who will participate. If the project will include workshops or training, please attach a copy of the proposed program or schedule. If the project will include the development and production of special materials, please attach a copy of the proposed materials.

SECTION 4 — PROJECT ADMINISTRATION AND TIMELINE

Identify the names, titles, and institutional affiliation of the project coordinator(s), organizer(s), speaker(s), or trainer(s), listing their responsibilities and qualifications as relevant to this project. Provide a timeline for planning, execution and evaluation of the project.

SECTION 5 — NEED FOR FUNDING

Why is a Region XII Northern District Mini-Grant being requested? Is funding available from other sources? Describe the specific expenses to which this Mini-Grant/Loan will be applied.

SECTION 6 — EVALUATION AND CONTINUATION

Please outline the project evaluation plan. How can this project be replicated or used as a model by others elsewhere in the Region?

SECTION 7 — BUDGET

Describe the expenses and income in your budget. Attach a project budget following the instructions and example given in the Mini-Grant Guidelines and Instructions.

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MINI-GRANT APPLICATION

Please read the Mini-Grant Guidelines and Instructions before completing this form. This form must be completed and used as the cover sheet for your proposal. **Please type.**

Title of Project: _____

Mini-Grant Amount Requested: \$ ____ (not to exceed \$500)

Proposed Beginning _____ **and Ending** _____ **Dates of Project.**

What Knowledge Community or interest group might be involved with the proposed project?

Recruitment, Admissions & Preparation (RAP) _____
International Students & Scholars (ISS) _____
Education Abroad (EA) _____
Community Colleges _____
International Education & Leadership (IEL) _____
Teaching, Learning, & Scholarship (TLS) _____
Special Interest Group (SIG) _____
Other _____

Project Coordinator Name and Title: _____

Are you currently a member of NAFSA Region XII N.D.? Yes No NAFSA Member # _____

Institution or Organization: _____

Address: _____

Telephone: _____ **Fax:** _____

Email: _____

If a grant is awarded, to whom should a check be made out? _____

(An institutional payee is preferred.)

I have read and agree to the Region XII Northern District Mini-Grant Program Guidelines and Instructions, and affirm that the information contained in this Application and Project Proposal is true and correct.

Signature of Project Coordinator _____ Typed name _____ Date _____

Mini-Grant Committee only

Date Received	Reviewed by		
Grant <input type="checkbox"/> approved <input type="checkbox"/> denied	Disbursement date:	Grant amount \$	
Approved repayment date(s):	Loan Repaid (date):		
	Report Received (date):		

REGION XII NORTHERN DISTRICT MINI-GRANTS PROGRAM

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PROJECT EVALUATION AND REPORT

The project evaluation and report must be submitted to the Mini-Grant Committee **within 30 days of the Project End Date** as stated on the Mini-Grant Application.

On separate sheets or using this form with a word processor, please answer the following questions and present your project report under the following headings. Attach extra documentation as requested.

PROJECT TITLE:

SECTION 1 — EVALUATION

Describe the methods of evaluation that were used for this project.

SECTION 2 — GOALS AND OBJECTIVES

Explain the project goals and objectives. Were the goals and objectives met?

SECTION 3 — PROJECT ACTIVITIES

Describe the project activities as they actually occurred. List final location, dates, and attendance numbers. If the project included workshops or trainings, please attach a copy of the final program or schedule. If the project included the development and production of special materials, please attach a copy of the final materials.

SECTION 4 — LESSONS LEARNED

Please provide a general summary of the project and what was learned from the project evaluation. What worked well? What didn't work? What improvements could be made? What words of advice could you offer to someone else who might replicate this project?

SECTION 5 — CONTINUATION AND FOLLOW-UP

How can this project be replicated or used as a model by others elsewhere in the Region? Would you be willing and able to do a presentation about the project at a Regional or District Conference?

SECTION 6 — BUDGET

Please provide a final project budget following the instructions and example given in the Mini-Grant Guidelines and Instructions. If you received a Mini-Loan, please report on the expected amount(s) and date(s) of repayment.