

## MAER Mini-Grant

Michigan AER offers reimbursement funding to its members to support local projects with a focus on student/adult activities. Funds can be used to support activities or projects related to the promotion, development and improvement of all phases of education and rehabilitation of the blind and visually impaired persons of all ages.

### Instructions

Thank you for your interest in the MAER Mini-Grant opportunity. Please read and follow the instructions CAREFULLY so your application is not disqualified.

1. Complete the application and provide signatures and dates where indicated.
2. Submit the application by the due date of November 15. Late submissions are disqualified.
3. DO NOT mention the name of the school, school district, agency, special program or applicant's name in this application after the cover page.
4. Grant funds up to \$1,000.
5. Email the completed application with signatures to MAER Members Chair at: [FordL1@michigan.gov](mailto:FordL1@michigan.gov) with MAER Grant Application in the subject line.

### Important Dates

| Dates | Information                                                                              |
|-------|------------------------------------------------------------------------------------------|
| 10/1  | Applications distributed to MAER members                                                 |
| 11/15 | Applications due no later than close of business day to email listed above               |
| 2/1   | Applicants notified by email with the award decision                                     |
| 2/15  | Sign and return MAER grant agreement form by email                                       |
| 12/1  | Grant receipts must be submitted                                                         |
| 12/1  | Applicants' newsletter article describing grant project and outcome due to email listed. |

## MAER Mini-Grant Program Overview

### Purpose

1. To encourage and support projects that are not a part of the normal process but are enhancements and extensions to the program.
2. Provide funding to innovative programs based on effective instructional practices.

### Recommendations

1. Follow the instructions carefully and complete all sections of the application.
2. Review the application to ensure it does not list the name of the school, school district, agency, special program or applicant's name. Identifiable information is only listed on the application cover page.
3. Check the budget page to confirm whether the total cost matches the amount of grant funds requested.

4. Add detailed information for the project outcome. Make sure your project directly influences students/clients/grant participants.

#### Committee Review and Approval Process

1. The MAER Grant Review Committee reviews applications on a competitive basis using a rubric scoring system.
2. Copies of the application are sent to the committee with the applicant information page removed so it remains confidential. Please make sure no identifying information is included after the applicant information page.
3. Applicants are notified by email with the award decision.
4. Award letters include the amount of the award, instructions to receive the award, and comment or instructions by the review committee concerning your award. An agreement is included that must be completed, signed, and returned to the above email address by the due date listed.
5. Once the program is completed and receipts are received by the due date, MAER will mail the check. The check is mailed to the primary applicant unless otherwise noted in the agreement.
6. At the conclusion of your project an article for the MAER newsletter is required to be completed and sent to the MAER email. The article can be sent any time after your project ends. The final date is included in the award letter. This step is mandatory to receive grant reimbursement.
7. Preference will be given to first-time applicants that meet the criteria.

#### Check Your Application and Verify

1. The application's primary focus is on the students/clients/program.
2. The program objective is well defined.

**MAER Mini-Grant Application  
Applicant Information Page**

**Primary Applicant Information:**

Project Title:

Applicant's Position:

Applicant Name:

Amount Requested:

Send check to:

Street Address:

City:

Zip:

Phone Number:

Email Address:

**Secondary Applicant(s) if applicable:**

Applicant 2:

Applicant 3:

I (We) grant Michigan AER the right to use this proposal, and if funded, the results of this project for public information purposes or to share with others. (Typed signatures are permitted.)

Primary Applicant:

Applicant 2:

Applicant 3:

Supervisors Signature (if applicable):

Application Date:

Project Title:

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### **PROJECT ABSTRACT**

From this point forward **DO NOT** mention the name of the school, school district, agency, special program or applicant's name in the project abstract or any other sections of this application.

#### Project Summary

In **150 words or less** summarize your project. The purpose of this abstract is to provide a "stand-alone" description to explain the nature of your project to Michigan AER. You will have the opportunity to include more details on the following pages.

**Total Grant Funds Request:**

Project Title:

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### **Michigan AER Mini-Grant Project Application**

#### Project Need

In 100 words or less, what child/client/participant-focused need does the proposed project address?

#### Child/Client/Participant Impact

Approximately how many individuals will be impacted in this project?  
Number:

#### Project Goal

In 100 words or less, what are the goals of the project and desired results?

#### Project Implementation

In 100 words or less, explain how the project will be implemented?

### Project Evaluation

In 100 words or less, how will you determine if the project has achieved the desired results?

### Project Budget

1. Detail your budget request (please be specific).
2. Include kinds of materials and equipment needed.
3. Budget amounts cannot be increased after the grant is awarded.

| Item                | Cost |
|---------------------|------|
|                     |      |
|                     |      |
|                     |      |
|                     |      |
|                     |      |
|                     |      |
|                     |      |
| Total Grant Request |      |

### Other Contributions

If you will be using additional materials, labor or dollars for this project that you have not listed above. Examples: in-kind donations, volunteer labor, other grants, organization funds, please describe.

| Item                      | Cost |
|---------------------------|------|
|                           |      |
|                           |      |
|                           |      |
|                           |      |
|                           |      |
|                           |      |
|                           |      |
| Total Other Contributions |      |