

AEHC Education Mini-Grant Application Guidelines

1. AEHC mini-grants are education grants not to exceed \$500. Counties receiving a mini-grant for two consecutive years will not be eligible to receive the grant the third year, but can again the fourth year.
2. The primary focus of the project must be educational.
3. The projects to receive mini-grants are to be organized and implemented between May 1 and April 30 of the following year. The program may be ongoing, but grant funds should be utilized in the grant year.
4. Proposals must be postmarked by March 1. Proposals will not be accepted after the deadline. Proposals will be funded May 1.
5. The mini-grant must be matched with county funds. County funds can be cash, services, labor, donation, supplies, etc. For example, if you received a \$200 mini-grant from AEHC, your county may supply \$100 in cash and \$100 in supplies as matching funds, or your council may supply \$200 in cash. Any other combination is also acceptable.
6. Counties receiving grants are required to have an exhibit at the Annual State Meeting the year following their grant.
7. Proposals must follow the "Format for AEHC Mini-Grant" on the following page.
9. One copy of your proposal must be sent to each of the following: State President, State Vice President, and State Extension Office.
10. The education mini-grants are judged by the Education Committee.
11. One copy of a written evaluation must be sent to each of the following: State President, State Vice President, and State Extension Office, within one month after the completion of the project. The report should include:
 - a. Support materials, such as newspaper clippings
 - b. Printed programs or photographs
 - c. A complete description of the accomplishments of the project
 - d. The number of people it reached
 - e. An accounting of the grant monies, and
 - f. The impact the project made on individuals and/or the community
12. Applications should be addressed to AEHC at the State Extension Office and received by **March 1**. Mail to AEHC – LRSO, 2301 S. University Ave., Little Rock, AR 72204

Format for AEHC Mini-Grant Application

1. A Brief Description of the Project

- a. Describe the issue or problem that you will address.
- b. Describe why you think it is important.
- c. Describe how your education program will improve the situation.
- d. Specify which education area you will address.

2. The Objective of the Project

- a. State your objective in terms of desired outcome.
- b. The objective should be clear and feasible.
- c. Give as much information as possible.

3. Identify the Different Phases of the Project

a. In the planning and implementation phase, you should identify:

- (1) The committee;
- (2) Who will be represented on the committee (Will all geographical areas of your county be represented? If no, why not?);
- (3) How many planning meetings will be needed;
- (4) What kind of preparation is needed for the project;
- (5) Who will be involved in the project;
- (6) What will they do;
- (7) What is your contingency plan (play the "What If" game); and/or
- (8) Where will the action occur.

b. In the desired impact phase, you should identify:

- (1) Who you plan to reach;
- (2) How your objectives will impact that audience;
- (3) Will the impact be a one-time event or will it be on-going; and/or
- (4) What effect will the actions have on the stated problem.

4. Develop a Calendar

a. Indicate a general time for things to be completed.

b. For example:

AprilPlanning Committee Meeting
May-December*Implement Project
January - March.....Evaluate Project
April.....Submit Evaluation Results
June.....Exhibit at Annual State Meeting

*May include publicity distribution, work schedule distribution, and whatever is necessary to implement the project.