



# JEFFERSON HISTORICAL SOCIETY OF LOUISIANA

## *Educational Mini-Grant Program Guidelines for Applicants*

**Purpose:** The purpose of the Jefferson Historical Society's Educational Mini-Grant Program is to promote the study of the history of Jefferson Parish among its school-age residents. The program is designed to provide mini-grants in amounts ranging from \$50 to \$500 to public, parochial, and private school teachers planning projects concerning the history of Jefferson Parish.

**Eligibility:** Any individual employed full time as a teacher (grades 5 to 12) in a public, parochial, or private school who is planning a classroom activity which relates to the history of Jefferson Parish.

### **Application Procedure:**

1. Obtain an application from the Jefferson Historical Society of Louisiana's website at [www.JeffersonHistoricalSociety.com](http://www.JeffersonHistoricalSociety.com).
2. Complete the application and submit by mail to the Jefferson Historical Society of Louisiana as noted below.
3. Mini-grants ranging in amounts between \$50 and \$100 will be awarded in full at the time of the award. Recipients of mini-grants ranging in amounts between \$100 and \$500 will be awarded one half of the mini-grant at the time of the award and the second half of the grant monies upon receipt by the Jefferson Historical Society of proof of expenditures relating to the approved mini-grant.
  - a. Unless there is a specific ending date included in the original application for a mini-grant, once awarded, all funds must be spent within 90 days of receipt of the award.
  - b. A mini grant recipient must agree to provide proof of expenditures relating to the amount of the award or return all unaccounted for funds.
4. Address all correspondence to **Educational Mini-Grants, Jefferson Historical Society of Louisiana, 3829 Lake Arrowhead Dr., Harvey LA 70058.**
5. The Society's Board of Directors will review the proposal and determine eligibility. The Board reserves the right to reject applications not meeting the program's goals or eligibility requirements. Allow at least 45 days between application receipt and award announcement.



***Budget***

**Provide a list of items and their cost for which mini-grant funds will be used. Use a separate page if necessary.**

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**I have read and understand the rules and conditions noted above and I agree to follow said rules and conditions.**

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of School Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

Send the completed application and required documentation to **Educational Mini-Grant Program, Jefferson Historical Society of Louisiana, 504 Fairfield Ave., Gretna LA 70056.**