



## MTSA REGIONAL STUDENT ACTIVITY MINI-GRANT

### 2011-2012 Application Instructions

The Michigan Transition Services Association (MTSA) offers to provide nominal funding to MTSA members in order to support local projects with a focus on “student activities”. Application requests must be postmarked by **December 1, 2011**. Funds must be spent initially by the district/building or agency. **Funds cannot be reimbursed to individuals.** Mini-Grants will be reimbursed by MTSA for no more than the amount awarded. The funds can be used to support student transition services in the following approved areas:

<b>MTSA Regional Priorities - example of permissive activities but not limited to:</b>	
Job Coach	Video Library
Field Trip	Specialized Transition Material
Transportation to Job Site	Entrepreneurship Activities
Student Incentives/Stipends	Specialized Transition Supplies/Equipment
Transition Curriculum Materials	

#### To Apply for a Mini-Grant

- You must be a member of MTSA
- Complete the Mini-Grant Application (Funding Request / Performance Agreement)
- Send the application to your MTSA Representative by **December 1, 2011**.

#### To Apply for Reimbursement Funds

If you are awarded a Mini-Grant to receive the Mini-Grant reimbursement funds you **must** complete the following;

- Mini-Grant Post Activity Summary
- Requisition for Reimbursement
- A written article (300-500 words) describing the activity which will be used in the MTSA newsletter
- A copy of all paid receipts
- Return all documentation to your MTSA Region Representative by **April 20, 2012**.

<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>
<p><b>Ty Lanway</b> – IOSCO RESA 27 North Rempert Road Tawas City, MI 48763 tlanway@ioscoresa.net</p> <p>Alcona – Alpena – Antrim - Benzie Charlevoix – Cheboygan - Clare Crawford – Emmet - Gladwin - Grand Traverse – Iosco - Kalkaska Lake Leelanau – Manistee - Mason Missaukee - Montmorency – Ogemaw Oscoda – Otsego - Presque Isle Roscommon - Wexford</p>	<p><b>Maria Peak</b> – Eaton ISD 1790 E. Packard Hwy. Charlotte, MI 48813 517-541-8732 mpeak@eatonisd.org</p> <p>Arenac – Bay – Clinton – Eaton Genesee – Gratiot – Huron - Ingham Isabella – Lapeer -Livingston Mecosta - Midland Osceola – Saginaw – Sanilac Shiawassee - Tuscola</p>	<p><b>Stephanie Greenman</b> Calhoun Area Career Ctr. 475 East Roosevelt Ave. Battle Creek, MI 49017 greenmas@calhounisd.org</p> <p>Allegan – Barry – Berrien - Branch Calhoun – Cass – Hillsdale - Ionia Kalamazoo – Kent - Montcalm Muskegon – Newaygo - Oceana Ottawa - St. Joseph – VanBuren</p>
<b>Region 4</b>	<b>Region 5</b>	
<p><b>Judy Hernandez</b> - Jo Brighton Skills Center 4460 – 18<sup>th</sup> St. Wyandotte, MI. 48192 734-759-5019 hernanj@wy.k12.mi.us</p> <p>Jackson – Lenawee – Macomb-Monroe - Oakland St. Clair - Washtenaw - Wayne</p>	<p><b>John Mans</b> - Menominee County ISD 804 6<sup>TH</sup> Avenue Menominee, MI 54143 johnmans41@yahoo.com</p> <p>Alger – Baraga – Chippewa – Delta -Dickinson – Gogebic Houghton - Iron – Keweenaw – Luce – Mackinac Marquette – Menominee – Ontonagon - Schoolcraft</p>	



**2012-2011 STUDENT ACTIVITY MINI-GRANT APPLICATION  
FUNDING REQUEST / PERFORMANCE AGREEMENT**

**Proposed Activity Information**

<b>MTSA Member Name</b>		<b>Title</b>				
<b>School District or Agency</b>		<b>County</b>				
<b>Address</b>						
<b>E-Mail Address</b>		<b>Phone Number</b>				
<b>Circle Region #</b>	1	2	3	4	5	<b>Applicant must be a MTSA Member</b>

<b>Type of Activity</b>						
<b>Date(s) of Activity</b>		<b>Length of Activity</b> <i>i.e. 1 hr, 3 days</i>		<b>Location of Activity</b>		
<b># of Students Served</b>		<b># of Teachers</b>		<b># of Business</b>		<b># of Others</b>

**Expected Outcome of Activity:** Attach a 1 page description-required. This statement is the information used to determine who is awarded the Mini-Grant. Please be very descriptive in your written request.

**Estimated Fiscal Information**

Up to \$ 2,250 is available per region. Individual regions may decide to appropriate smaller amounts so that more grants can be awarded. Grant sizes & numbers may vary by region. Please contact your MTSA Region Representative for specific information regarding grant amounts.

<b>Cost of Activity</b>		<b>Sub Pay for Teachers</b>	
<b>Cost of Transportation</b>		<b>Cost for Supplies/Materials</b>	
<b>Purchased Services</b>		<b>Miscellaneous Costs</b>	
<b>Total Funds Requested</b>	<b>\$</b>		

**Performance Agreement (if Mini-Grant is awarded)**

This agreement made between Michigan Transition Services Association, Region 1 2 3 4 5 (Circle One) and \_\_\_\_\_ (School District/Building/Agency) is for the purpose of implementing Transition Services. If the Mini-Grant is awarded, to receive the Mini-Grant reimbursement funds the above named school district/building/agency agrees to complete the following and return to your MTSA Region Representative: Mini-Grant Post Activity Summary; Requisition for Reimbursement; a written article (300-500 words) describing the activity; and a copy of all paid receipts **by April 20, 2012**.

\_\_\_\_\_  
Signature of School District/Building/Agency Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MTSA Member Requesting Funds

\_\_\_\_\_  
Date

**Return this form to your MTSA Region Representative. Please make a copy for your own records.**



**2011 – 2012 MTSA STUDENT ACTIVITY MINI-GRANT**

**Post Activity Summary**

<b>MTSA Member Name</b>		<b>Title</b>			
<b>School District or Agency</b>		<b>County</b>			
<b>Address</b>					
<b>E-Mail Address</b>		<b>Phone Number</b>			
<b>Circle Region #</b>	1	2	3	4	5

**Brief Activity Description (Include participants):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Brief Activity Outcome:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**Actual Fiscal Information**

Cost of Activity		Sub Pay for Teachers	
Cost of Transportation		Cost for Supplies/Materials	
Purchased Services		Miscellaneous Costs	
<b>Total Cost of Activity</b>	<b>\$</b>	<b>Total Amt. of Grant Award</b>	<b>\$</b>

School District/Building/Agency reimbursements check payable to: \_\_\_\_\_

School District/Building/Agency Administrator & Telephone Number (Please Print)

\_\_\_\_\_  
 Signature of School District/Building/Agency Administrator Date

\_\_\_\_\_  
 Signature of MTSA Member/Mini-Grant Recipient Date

**Please return this form, Requisition for Reimbursement, copy of receipts and article to your MTSA Region Representative by April 20, 2012. Please make a copy for your records.**



**2011 - 2012 MINI-GRANT REQUISITION FOR REIMBURSEMENT**

<b>Due Date to Region Representative:</b>	April 20, 2012	<b>MTSA Region #:</b>	
<b>Region Representative Name:</b>			

<b>Payable to:</b>		<b>Phone:</b>	
<b>Address:</b>			

Receipts Specific to Mini-Grant			
Date of Purchase	Vendor	Items Description	\$ Amt.
<b>Total Reimbursement – attach receipts</b>			

<b>Mini Grant Recipient Name:</b> <i>(please print)</i>		<b>Grant Project Name:</b>	
<b>Mini Grant Recipient Signature:</b>		<b>Date:</b>	

**MTSA Authorizations**

<b>Region Rep Signature</b>		<b>Date</b>	
<b>Mini-Grant Chair Signature</b>		<b>Date</b>	

<b>MTSA Region Account #</b>		<b>Total Amt. of Mini Grant Award</b>	
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**MTSA Treasurer's Use Only**

<b>Paid by:</b> _____ <i>Signature of MTSA Treasurer, President, or President-Elect</i>	<b>Date:</b> _____
<b>Method of Payment:</b> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Bill Pay	

**Mini Grant Chair sends this form with attached receipts to Treasurer by April 30<sup>th</sup>, 2012**