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## SHPE Mini-Grant Application and Report Instructions

Thank you for your commitment to SHPE's Mission and Vision through your participation in K-12 Programs. The SHPE Mini Grant is a \$500 grant that is awarded in two disbursements. You must have a minimum of 50 participants (participants include parents and students, participants do not include educators or volunteers). Please read this instructional handout thoroughly; this will ensure you submit your best application and receive the highest score possible according to the [SHPE Mini-Grant Application Rubric](#).

**Please Note!** If you are awarded a SHPE Mini Grant and fail to submit a report by the deadline posted on the SHPE Programs webpage, your chapter will be **ineligible to apply for K-12 Program funding for 12 months**.

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### ***APPLICATION INSTRUCTIONS***

#### **Chapter Information**

- 1. Region**  
*Sponsoring Chapter's region*
- 2. Chapter Name**  
*Sponsoring Chapter Name*
- 3. Type of Chapter**  
*Select Jr, Student, or Professional*

#### **Contact Information**

*Please provide contact information for main Point of Contact.*

- 1. Name**
- 2. Email**
- 3. Phone Number**
- 4. Mailing Address**  
*\*\*Please Note! This address will be used for grant checks IF funding is awarded.\*\**

#### **Event Details**

- 1. Start Date & Time**
- 2. End Date & Time**
- 3. Event Name**
- 4. Name of Event Location**
- 5. Location Address**
- 6. Estimated Number of Attendees**
  - a. Students
  - b. Parents
  - c. Educators
  - d. SHPE Members
  - e. Other Volunteers
- 7. What **grade level** is your target audience (check all that apply)?**  
*Options are: K – 5, 6 – 8, 9 – 12*

8. Briefly **describe** your event. (100 word max)  
*Please provide a brief description of your event. Be sure to include information about how your program will increase student interest, identity, and self-efficacy in STEM.*  
*Interest: Increasing exposure to STEM; "I know what STEM is."*  
*Self-Efficacy: Increasing student confidence in STEM; "I believe I can do STEM."*  
*Identity: Students can see themselves as STEM professionals; "I will be a STEM professional."*
  - a. Upload any **supporting documentation** of your event activities.  
*Please include any handouts, informational print materials, or instructional content including curriculum documents you plan to use for your event.*
9. How do you envision the **event evolving in the next 5 years**?  
*Please describe how often your chapter plans to host this event. Please include information about how your chapter plans to grow the event either to different schools or to more students.*
10. How do you envision your **chapter's outreach to K-12 students evolving in the next 5 years**?  
*Please describe how your chapter plans to outreach to K-12 students now and in the future. Be sure to include existing partnerships with Jr. chapters.*
11. Will you **collaborate with other organizations or private sponsors** to execute this event?  
*This may include other non-profit organizations and/or corporate sponsors.*
  - a. Please describe your collaboration with other organizations. (100 word max)  
*Please be sure to include the division of labor and how other organizations assisted with funding for your event.*
12. Will you **collaborate with other SHPE chapters** to execute this event?  
*This may include other SHPE Jr., student, or professional chapters.*
  - a. Please describe your collaboration with other SHPE chapters. (100 word max)  
*Please be sure to include the division of labor and how other SHPE chapters are involved with your event including funding.*

## **REPORT INSTRUCTIONS**

### **Chapter Information**

1. **Region**  
*Sponsoring Chapter's region*
2. **Chapter Name**  
*Sponsoring Chapter Name*
3. **Type of Chapter**  
*Select Jr, Student, or Professional*

### **Contact Information**

*Please provide contact information for main Point of Contact.*

1. **Name**
2. **Email**
3. **Phone Number**
4. **Mailing Address**

*\*\*Please Note! This address will be used for grant checks IF funding is awarded.\*\**

## Event Details

1. **Start Date & Time**
2. **End Date & Time**
3. **Event Name**
4. **Number of Attendees**
  - a. Students
  - b. Parents
  - c. Educators
  - d. SHPE Members
  - e. Other Volunteers
5. What **grade level** is your target audience (check all that apply)?  
*Options are: K– 5, 6– 8, 9– 12*
6. Is this a **4-2-1 event**?  
*Project 4-2-1 is a new curriculum for K-12 outreach. For more information, visit the SHPE K-12 webpage and select the Project 4-2-1 tab.*
7. Please upload **receipt(s)** of materials purchased for this event (mandatory for reimbursement).

*Receipts must include the following information:*

- Vendor Name
- Vendor Contact information (i.e. phone number, address, email)
- Itemized detail of purchased items
- Total Billed
- Total Paid

*Receipts must be in PDF form. All receipts must be combined into only one PDF file with all receipts facing the same way. You can download the Genius Scan app for iPhone or the CamScanner app for Android; these apps make it easy to create one PDF by simply taking pictures of your receipts with your phone.*

*Please note the following allowable and unallowable expenses when using SHPE funding:*

<b>Allowable Expenses</b>	<b>Unallowable Expenses</b>
<ul style="list-style-type: none"><li>• Food for attendees and volunteers during the event (i.e. pizza, sandwiches, cookies). Note – Gratuity is reimbursed up to 15%.</li><li>• Rental of facilities or equipment</li><li>• Materials for activities</li><li>• Incentives for surveys (value must not exceed \$25 for each item)</li><li>• SHPE branded promotional items for students to promote the organization and membership</li></ul>	<ul style="list-style-type: none"><li>• Any item purchased for personal use</li><li>• Costs of entertainment (including amusement, diversion, and social activities and any costs directly associated with said activities)</li><li>• Clothing (T-shirts, hoodies, etc.) unless they have SHPE Logos</li><li>• Promotional materials for SHPE Chapters that are not for participant use (i.e. banners).</li><li>• Stipends for volunteers</li></ul>

8. Please upload **sign-in sheet**.  
*Please see the [Tools and Resources](#) webpage for standard sign-in sheet that you may use. Sign-in sheet must include the following information:*

- Name
- Type of Participant: Student/Parent
- Grade
- School Name
- Guardian Name
- Guardian Signature

9. Please provide **photos** of your event.

*Minimum of ten photos must be submitted to qualify for funding.*

10. Please upload participant **media and liability release forms**.

*Please see the [Tools and Resources](#) webpage for a standard media and liability release form that you can use. You may pre-fill the first three fields that include event name, event date, and event location.*

*\*SHPE is not liable for the use of this form if it is altered or modified in anyway.*

11. Please upload **participant surveys**.

*Paper versions and Google Forms of the required surveys are provided at the [Tools and Resources](#) webpage. You may conduct surveys in either paper or electronic form; although, we suggest going green and using the online Google forms! ☺*

*Please note: you must submit surveys for at least 80% of your participants in order to qualify for funding.*