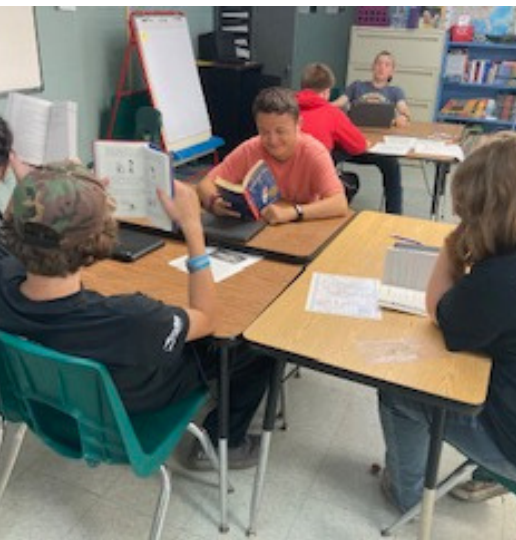


# TEACHER MINI-GRANT APPLICATION INSTRUCTIONS



# TEACHER MINI-GRANT APPLICATION INSTRUCTIONS

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## Who

Public and private school teachers and counselors in Oceana County are eligible to apply. You can only submit one application, and grants are limited to one per classroom and one per teacher.

## What

Grants can be up to \$250 for specific projects or programs including: program enhancement that meets curriculum guidelines, expanding an already existing unit, student awards, special events, professional development, artists in residence and parent involvement programs. Grants are not awarded for basic, everyday supplies. YAC does not typically fund field trips, iPads, or school store projects.

## When

Applications are due by midnight on September 18th this year. Grant awards are distributed in early October.

## How

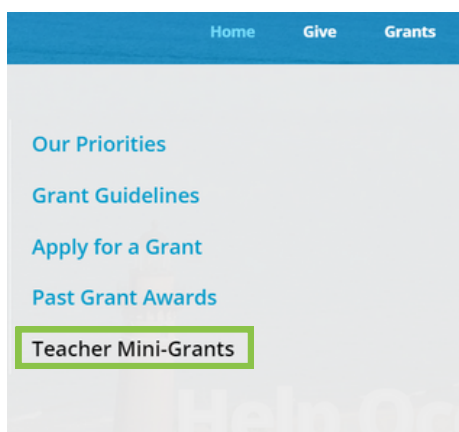
Teacher mini-grant applications are submitted online in our grant portal, GoApply. An evaluation and photos will be required for each and every mini-grant that is funded. Please read the instructions prior to creating your registration, or completing the application.

**The Youth Advisory Council (YAC) brings high school students from throughout the county together to provide grants to programs that impact their peers. The YAC is made up of student representatives and adult advisors from 5 Oceana County schools and provides over \$20,000 per year in grant awards that impact youth issues. Our Youth Advisory Council invites teachers to apply for mini-grants to help them out in the classroom. Whether it's a new idea or that little extra you need to make your lesson plans great, you can brighten your classroom with a little help from our youth.**



# TEACHER MINI-GRANT APPLICATION INSTRUCTIONS

1. Start at [oceanafoundation.org](http://oceanafoundation.org). Click on *Teacher Mini-Grants* under the *Grants* tab.



2. After reading through all the instructions, scroll down the page to enter the GoApply portal where you will submit your grant application. It will be under our 'How' Section.

#### What

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#### When

Applications are due by midnight on **September 18<sup>th</sup> this year**. Grant awards are distributed in early October.

#### How

Teacher mini-grant applications are submitted in our grant portal [GoApply - click here to apply.](#)

3. If you already have an account, please login using your email and password. If you do not remember your password please hit Forgot Password? If you are a new user, you will need to use the "register a new account" button



## Sign in to your account

[Or register a new account](#)

Your Email

Your Password

Remember me

[Forgot password?](#)

SIGN IN

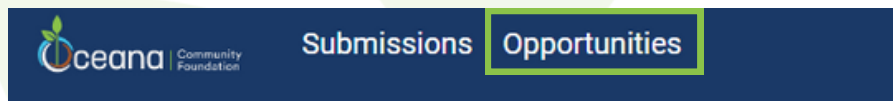
# TEACHER MINI-GRANT APPLICATION INSTRUCTIONS

4. If registering as a new user, be sure to register as an individual. Please use your school email when registering.

Register as:

 INDIVIDUAL ORGANIZATION

5. After logging in or registering your new account, the screen will automatically open to the "Submissions" page, this page will show your "In Progress" applications and your "Submitted Applications". Please refer to this page when you need to work on your applications that you saved as a draft, or to look at your submitted applications.



## Submissions

IN PROGRESS

SUBMITTED

6. To access the application, click on "Opportunities" in the top navigation bar.

7. To open the application, click "VIEW"

My Opportunities		
	Fiscal Year	Opportunity Name
<a href="#">VIEW</a>	2022	Teacher Mini Grant Application

8. Next you click, "Apply" to start the application.

APPLY

# TEACHER MINI-GRANT APPLICATION INSTRUCTIONS

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**To save a draft of an application**, click "Save Draft" after each page to save your work. You will be able to come back to an "In Progress" application after hitting "Save Draft". **When complete**, you will click "Submit" and keep your browser open until you are prompted that your application has been submitted. If you do not keep your browser open for the appropriate amount of time, then your application may not submit.

A light blue rectangular button with rounded corners and a subtle drop shadow, containing the text "SAVE DRAFT" in white, uppercase, sans-serif font.A dark blue rectangular button with rounded corners and a subtle drop shadow, containing the text "SUBMIT" in white, uppercase, sans-serif font.

You can find a sample Teacher Mini-Grant here:

<https://oceanafoundation.org/wp-content/uploads/Teacher-Mini-Grant-Application-Sample.pdf>



**Please contact Hannah Naples if you need any assistance  
at (231) 869-3377 or [hannah@oceanafoundation.org](mailto:hannah@oceanafoundation.org)**