



5 Broad Street, Milford, CT 06460  
203-878-0681, Applications available at [www.milfordct.com](http://www.milfordct.com)

## STUDENT DEVELOPMENT MINI GRANT APPLICATION, School year 2011-2012

Dear Applicant:

The Milford Chamber of Commerce has established a Student Development Mini Grant Program to help students grow, learn, develop leadership and business skills by initiating projects that will benefit the Milford community. Because we are a business entity, a professional approach should be taken when filling out the application. The application is your business plan. A well thought out budget is necessary for success. You then need to follow up on the results of the project to complete the process, with an oral report to us in the spring at an informal luncheon. Grants of up to \$250 will be awarded to projects deemed worthy by the Education Committee.

### 1. ELIGIBILITY OF APPLICANTS

All applicants must be students attending schools which are members of the Milford Chamber of Commerce and have an adult supervisor. Adult sponsors could be a teacher, parent, or club advisor and work cooperatively on a community project with students. *This is a student grant program, not a teacher's grant program.*

Only middle schools and high school students are eligible to apply. If you are in the 12th grade, the project must be scheduled for completion prior to graduation. If you would like to know whether your school is a member, please contact the Milford Chamber of Commerce (203-878-0681) to see whether you are eligible. Multiple private schools are members and are eligible to apply.

All applications should be typed, hand written in ink, or by desktop printer by a **student**. Neatness counts, please pay attention to your presentation of your application. The application must be submitted before the student begins the project

### 2. TYPES OF PROJECTS THAT ARE ELIGIBLE

Projects that benefit the "Milford community" will qualify. The "Milford community" can be defined as the community in general. It can include the school community, the senior community, and the non-profit sector, etc. Groups and individual projects are acceptable.

The intent of the Student Mini Grant program is not to furnish equipment as a primary goal. Equipment is funded only if it is proven to be an essential element of the project. Examples of types of projects that could be funded are on the next page.

### 3. DEADLINE FOR APPLICATION

The application deadline is January 25, 2012. You will be called to verbally explain your project to the committee in February.

Mail or deliver applications to: The Milford Chamber of Commerce, Inc., 5 Broad Street, Milford, CT 06460. You may contact us at 203-878-0681 with questions or e-mail us at [chamber@milfordct.com](mailto:chamber@milfordct.com). This application may be downloaded from our website at [www.milfordct.com](http://www.milfordct.com).

### 4. PRESENTATION

Student(s) applicants will be required to review their project in person, for no more than 3 minutes with the Student Development Mini Grant Committee at our regularly scheduled meeting which is the *first Thursday of the month at 4 p.m.* You will be called to set up an appointment for the meeting. If for some reason you have a conflict please call the office at 203-878-0681 and we will reschedule your presentation.

## 5. FOLLOW-UP

Students will be invited and expected to attend a luncheon in May or June to review their experiences on their projects with the committee. They are asked to take photos, make a poster or have some type of visual aid on their grant when they make their presentation.

## 6. QUESTIONS

If you have any questions concerning project ideas, how to complete this application or prepare a budget, you are encouraged to speak with the Education Committee of the Milford Chamber of Commerce (203-878-0681), your school teacher or your adult sponsor, or guidance counselor.

## 7. ACKNOWLEDGEMENT

The Milford Chamber of Commerce requests that you acknowledge them as the source of your funding in any press releases, interviews or programs.

We look forward to reviewing your application. Good luck!  
THE EDUCATION COMMITTEE

### **Samples of Projects for Student Mini-Grants that have been awarded in the past....**

Build and maintain flower boxes and half barrels to beautify downtown Milford.

Research and publish an oral history of people and places in Milford.

Cleanup a beach, lot or wetlands.

Create and label a nature trail.

Canvas local businesses to create and disseminate a student job list.

Set up and publicize a babysitter clearinghouse.

Be a volunteer reader for younger students.

Research and publish an article about a historical location, family or name in Milford.

Build flower beds.

Collect and distribute toys for the underprivileged.

Knit shawls or make quilts for a local hospital or nursing home patients.

Cook a culinary repast for those in need.

Erect birdhouses or teach others how to make them.

Design and build wood toys for needy children.

Adopt-A-Spot in cooperation with Milford Pride.

Open and operate a school store.

Organize a chess tournament

**MILFORD CHAMBER OF COMMERCE  
APPLICATION FOR STUDENT MINI-GRANT**

As you proceed, if you need additional sheets to answer any of these questions please make sure you label them with your name and your project name.

**1. APPLICANT**

Name: \_\_\_\_\_ City: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Age: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail \_\_\_\_\_

School: \_\_\_\_\_ Class Year: \_\_\_\_\_

(If there is a co-applicant please note their name below. If an entire class is participating you may use another sheet.)

**2. ADULT SPONSOR**

Each project must have an acceptable adult sponsor such as a parent or teacher who will supervise the project. Please provide the following information:

Sponsor's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail \_\_\_\_\_

### 3. PROJECT

The title of your project is: \_\_\_\_\_

***IMPORTANT:*** See the filing deadline in cover page The Application must be submitted *before* you begin your project. Since this is a student project, the project idea should be yours, you or other students (not adults) should be undertaking the project and this Application should be prepared by you in your own words with your own good ideas.

### 4. DESCRIPTION

Briefly describe your project and its purpose. (Be sure to include how it will benefit the Milford community).

### 5. VALUE

What makes this project special to you? What business or leadership skills do you hope to learn or accomplish from doing this project? Describe.

## **6. TIME**

How much time will you need for each step of the project and also to complete the project? In your answer include a time schedule.

## **7. EVALUATION**

The committee will be seeking an evaluation of your project. What are the ways in which you plan to evaluate your projects? In other words, before you begin your project, we want you to think through how you will assess its outcome. Describe in detail how you plan to do so.

## 8. BUDGET

This is one of the most important questions to be answered. For you to be eligible for a grant, we require a detailed budget listing each item you will need to purchase, rent or borrow to complete your project. You are encouraged to think this through carefully and research the cost of your materials. **For this reason, the Application must be submitted before you begin your project.** Your total request cannot exceed two-hundred fifty dollars (\$250.00). Full funding is at the discretion of the committee.

Since your project will be considered only if you prepare the budget on the next page, we are providing some comments and also a sample budget that should be helpful to you.

An expensive budget will not necessarily result in the award of a grant with a high dollar amount. The amount of the grant is based largely on the quality of your project and the effort needed to complete it. The Milford Chamber of Commerce is looking for a business-like approach to your budget. In other words, you are encouraged to borrow or rent materials, instead of purchasing them; in order to reduce your project's cost.

You may wish to consider the following when deciding upon your budget:

- A. What supplies will you use for your project and how much will they cost? Example: paper, plastic bags, film, lumber, etc.
- B. Are there equipment or tools you will need to purchase, rent or borrow? If you need to rent, what price will you be charged? Example: dumpster, post hole digger, etc.
- C. Are there other expenses that you may not have considered since they are not directly related to your project? Example: film or food such as a lunch or snack.
- D. Will you need to hire someone to help complete your project? Example: for branch chipping or garbage pick up.
- E. Do you wish to consider the value of your labor in finishing your project? Since the cost of labor, i.e. wages, is a factor in preparing a budget, you may wish to consider your hourly rate at the current minimum wage and multiply it by the hours you expect to expend on the project.



**9. AGREEMENT**

By signing this Application, you agree that if you are awarded a grant, it is your responsibility to proceed with the project as described. If you do not complete your project you are expected to return the grant money to the Milford Chamber of Commerce Trust Fund. Upon completion of the project, you will submit a written evaluation of your project's outcome together with paid receipts for the budget items purchased. You also agree to allow us to review the project while in progress and when completed. Traditionally, we invite grant recipients to a May or June luncheon to discuss their projects.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**(Note: Since this is a student project, only a student can sign as an Applicant or Co-Applicant.)**

(If there are several students or an entire class, a separate sheet should be attached with each student's signature, age and class year.)

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FOR EDUCATION COMMITTEE USE:

\_\_\_\_\_ Award full funding (Amount\$\_\_\_\_\_)

\_\_\_\_\_ Award partial funding (Amount\_\_\_\_\_)

\_\_\_\_\_ Deny funding

Approved on (date):\_\_\_\_\_