



5 N. Broad Street
Milford, CT 06460

School year 2003-2004

Dear Applicant:

The Milford Chamber of Commerce has established a Mini Grant Program to help students grow, learn, develop leadership and business skills while at the same time serving the Milford community.

Mini-grant applications will be reviewed by the committee and preference will be given to student initiated "projects" that will benefit the Milford community. These "projects" are community service based ideas that will benefit the Milford community in an on-going fashion.

The following guidelines have been established for the Milford Chamber of Commerce Student Mini Grant Program.

1. All applicants must be attending schools, which are members of the Milford Chamber of Commerce and have an adult supervisor.
2. Only middle schools and high school students are eligible to apply.
3. Grants will be awarded in the late fall and early winter. Deadlines are as follows:
Fall deadline is Friday, October 24th, 2003. Awards will be made in December.
Winter deadline is Friday, January 23rd, 2004. Awards will be made in March.
All applications must be returned to the Chamber office by the deadlines noted.
4. All applications should be typed or filled out in ink 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.
5. Student(s) applicants will be required to review their project in person for no more than 3 minutes with the committee at our regularly scheduled meeting. Applicants for the October 24th deadline-must be present at the Chamber on November 6 at 4 p.m. Applicants for the January 24th deadline- must be present at the Chamber on February 5 at 4 p.m.
6. Students will be invited and expected to attend a luncheon in May or June to review their experiences on their projects with the committee.

For a copy of this application by e-mail you may send a request to kalagno@milfordct.com or download from the Chamber's website, www.milfordct.com

All questions may be directed to a member of the Education Committee or you may call the chamber at 878-0681.

Thank you for your interest, we look forward to reviewing your application. Good Luck!

MILFORD CHAMBER OF COMMERCE
EDUCATION COMMITTEE

**MILFORD CHAMBER OF COMMERCE
APPLICATION FOR STUDENT MINI-GRANT
(Fall 2003 – Spring 2004)**

1. APPLICANT

Name: _____

Address: _____ City: _____

Telephone: _____ Age: _____

School: _____ Class Year: _____

(If there is a co-applicant, whether it is one student or an entire class, on a separate sheet provide the same information as above for each student.)

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: _____

3. PROJECT

The title of your project is: _____

A list of sample projects is on the last page of this Application. ***IMPORTANT: See the filing deadline in Paragraph "16. DEADLINE."*** 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. AMOUNT

The amount requested for your project is \$_____. It is recommended that Paragraphs 10 and 12 be reviewed before deciding what amount to request.

5. DESCRIPTION

Briefly describe your project and its purpose. The project can be a study, experiment, structure, community service or other worthwhile undertaking that is challenging to you. The project must benefit the Milford community in order to qualify for a grant.

6. VALUE

What makes this project special to you? What do you hope to learn or accomplish from doing this project? How will your project be of benefit to you, others or the community?

7. EVALUATION

How will you evaluate whether your project achieved the purpose you intended? 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. 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.

9. ASSISTANCE

Will anyone be assisting you? If so, please list their names and their relationship to you. Your adult sponsor and any co-applicant need not be included.

10. 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).

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.

11. ADDITIONAL SHEETS

If more space is needed to answer the above questions, please attach additional sheets and label each with your name and the question number.

12. GRANT

The grant awarded will be an amount up to two hundred fifty dollars (\$250.00), although you may apply for a lesser amount. The amount of the grant is based **in part** on your budget. **It is not necessary that every dollar of the grant be used specifically for the project.** Money remaining after paying for supplies, etc., can be used to purchase film to take pictures of the project, developing the film, charitable contribution or for needed school supplies. Special consideration will be given to what you hope to learn or accomplish from the project and the benefit to be derived by you, others or the community through working at and completing the project.

13. ELIGIBILITY

Any High School or Middle School student attending Joseph A. Foran High School, Jonathan Law High School, Platt Regional Vocational Technical School, Lauralton Hall, East Shore Middle School, Harborside Middle School or West Shore Middle School may submit an Application. If you are in the 12th grade, the project must be scheduled for completion prior to graduation. **If your school is not listed, please contact the Milford Chamber of Commerce (878-0681) to see whether you are eligible.**

14. 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. 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 June luncheon to discuss their projects.

15. SUBMISSION

Return your Application to the Education Committee, Milford Chamber of Commerce, P.O. Box 389, 5 Broad Street, Milford, CT 06460 (878-0681).

16. DEADLINE

Applications are accepted and grants awarded in the fall and spring. To be considered in the fall, your Application must be received by the Milford Chamber of Commerce no later than **FRIDAY,**

OCTOBER 24, 2003. To be considered in the spring, your Application must be received by the Milford Chamber of Commerce no later than **FRIDAY, JANUARY 24, 2004.** Awards will be announced within 60 days after each deadline.

17. 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 (878-0681), your school guidance counselor, a teacher or your adult sponsor.

Signature of Applicant

Date

Signature of Co-Applicant

Date

(Co-Applicant should provide on a separate sheet the same information as requested in Paragraph 1 "Applicant.")

(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.)

For Education Committee Use

_____ Award full funding (Amount \$_____)

_____ Award partial funding (Amount \$_____)

_____ Deny funding

Approved by: _____ Date: _____

Sample 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.

Construct picnic tables and benches for a suitable place.

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 for senior citizens, e.g. River Park Apartments.

Paint a wall mural.

Create and label a nature trail.

Cook a culinary repast for those in need.

Erect bird houses or teach others how to make them.

Design and build wood toys for needy children.

Adopt-A-Spot in cooperation with Milford Pride.

Revised 10-/03/03