

2022 ProStart Mini Grant Application

The Montana Restaurant Association Education Foundation (MRAEF) and Montana Family, Career and Community Leaders of America (FCCLA) have collaborated to facilitate and promote ProStart activities in the state of Montana.

In 2022, 10 mini-grants in the amount of \$500 will be awarded to schools who submit a brief summary and budget detailing utilization of funds. Funds can be used to support general expenses or programming; funds may not be used for individual students.

Applicants will determine the methods of spending funds. This may include the purchase of textbooks, classroom equipment, mentor stipends, etc.

Requirements:

Montana ProStart schools who receive a grant agree to:

- Follow funding requirements
- Submit a final report with pictures (if possible)

Due date: January 18

- Priority will be given to schools who submit a grant application by January 18. Chapters who submit an application after January 18 may be awarded a grant as funds are available.

Timeline:

- January 18 – Grant application due
- January 21 – Grant awards announced
- March 1 – Project reports due

Application:

- Submit the grant application and budget (using the template provided) online. Paper or email applications not accepted.
- Applications will be evaluated on a first-come, first-served basis.

Helpful Hints:

- Proofread the grant before submitting. Be sure the chapter adviser has read it.
- Think about your overall objective and then think about the budget. Please don't guess at the budget - include researched/appropriate costs efforts and check your prices before submitting.

Questions:

- Whitney Craven, ProStart Coordinator, director@mtfccla.org

Grant Application

Submit by January 18, 2022

ProStart School					
Mailing Address					
City, State, Zip					
Chapter Adviser		Adviser email		Adviser phone	
School Clerk		Clerk email		Clerk phone	

Grant Summary:

Provide a description of how the funds will be used in the culinary classroom. Descriptions must be 100-500 words.

Questions to consider:

- What will the funds be purchasing?
- How will this use of funds advance the learning of all culinary students?

Budget:

Submit a budget using the excel template provided following the guidelines of the allowable expenditures document.

Remember: No expenditures may be incurred until a signed grant award letter is received.

Funding Requirements/Allowable Expenses:

ProStart schools are required to utilize funds for the benefit of the culinary program. Funds may not be spent to support an individual student.

Application Scoring Metrics:

The following rubric will be used to score the grant application.

	Available Points:
Summary	
Clearly identifies how funds will be used	5
Use of funds is innovative, thoughtful and utilizes quality programming to include ProStart curriculum in the classroom.	5
Budget	
Template used	3
Expenses are allowable	5
Responsible use of funds	2
	Total: 20