

Human Resources Associate of Central Ohio Workforce Readiness School-to-Career Grant Program

Introduction:

The Human Resources Associate of Central Ohio (HRACO) is a chartered chapter of the Society of Human Resources Management (SHRM) and one of thirty-two professional SHRM chapters in SHRM Area III. HRACO is managed by a volunteer Board of Directors elected by the members and other volunteer officers appointed by the Board. Membership includes over 1,000 HR Professionals from the Central Ohio area.

The goals of the HRACO School-to-Career Grant Program are (a) to encourage a wide range of activities that promote career awareness for elementary students, help middle school students explore careers, and assists high school students in preparation for careers, and (b) to provide staff development opportunities for school personnel which demonstrates the correlation and relevance of subject matter and its application in the workplace.

Mini-Grant Guidelines

A minimum of eight (8) grants in amounts not to exceed \$1,000 each will be awarded during the school year. Eligible participants include teachers, counselors, school administrators and central office personnel requesting funds to be used for school-to-work development. Applications will be accepted from 10/11 – 11/19 with grants awarded on 12/17.

Purpose of Grant:

To facilitate inclusion of career awareness and school-to-work preparation as an integral part of regular classroom activities by providing materials, training, or other resources.

Instructions:

- Type grant application, if possible. Applications that cannot be read are difficult to adjudicate.
- If more space is needed to complete a section, you may include an additional sheet for further information.
- If using pre- or post-tests in your evaluation component, please attach a copy to the application.
- Do not include copies of catalogs or product brochures with your application.
- Strive to keep grant application to five pages or less.
- Estimate tax/shipping/handling charges in your total budget projection.
- Fax, mail, OR email your grant application. Do not do all or any combination of the three.

Grants will pay for:

Books
Posters
Software
CDs
Puppets
Puzzles
Videos
Certifications (Teach or Student)
Filed Trip Transportation*

Grants will not pay for:

Food
Equipments (including)
- Televisions
- VCRs
- Overhead Projectors
- Converters
- Computers
- Cameras
- Microscopes/Chemistry Sets

(*Dependent upon school administration process)

HRACO
School-to-Career
Mini-Grant Application

Project Title: _____

Person submitting application: _____

Phone: _____ Email: _____

School: _____

Program Director or Principle: _____

Grade(s) affected: _____ Percent of total student body effected: _____

Amount Requested: \$ _____

(An itemized budget form is attached and must be submitted with application.)

Duration of the program: (circle only one)

One-Time

On-Going

Annual

Will the program be used for: (circle all that apply)

Career Development

Career Awareness

School to Work Readiness

Explain the nature of your proposal and how it meets the stated purpose:

How will the project be evaluated?

Submit two (2) copies of the completed application by Friday, November 19, 2004 to: Julie Holbein, 3014 Walkerview Drive, Hilliard, OH 43026

Mini Grant Budget Form

Please complete the following information on EACH vendor.

Company: _____

Items to be Purchased	Price
Estimated Total	\$

Company: _____

Items to be Purchased	Price
Estimated Total	\$

Reminder: Include Shipping and Tax Estimates in Totals