

University of Nebraska at Omaha
English Dual Enrollment Faculty
CLASSROOM MATERIALS GRANT APPLICATION
2017-2018

UNO's English Dual Enrollment is pleased to offer classroom materials grants for the 2017-2018 academic year. Grants are designed to support the instructional goals of DE faculty members by providing an opportunity to purchase materials not otherwise provided by districts, schools, or departments. Materials may include technology, books/classroom sets, media, and supplies.

Funding can also be requested for student event attendance, such as group theatre outings, etc. Such events should be clearly connected, however, to instructional/curricular goals, which should be carefully addressed in Part 3.

Application Process

- complete the following grant application and email to Chuck Johanningsmeier, the English Dual Enrollment Coordinator (jmeier@unomaha.edu);
- poorly described, incomplete, or unclear applications will be rejected;
- budgets (Part 2) should be as complete, detailed, and accurate as possible; rationales (Part 3) for materials purchases should be clear, concise, and convincing; the follow-up report (Part 4) must be submitted.

If Your Application Is Approved:

- Contact the Department of English's staff assistant, Ms. Jill Sutton, to provide details of your specific planned purchases. She will help you navigate the procurement process.

1. Applicant Information

Name: _____

District: _____

Department/School: _____

Shipping Address: _____

Phone: _____

E-mail: _____

Department Chair: _____

Signature of Department Chair/Supervisor: _____

Date Submitted: _____

2. Classroom Materials Budget

Purchased materials are for use in approved DE classrooms only. Please provide a **line-item** breakdown (number of items, cost per each, total per line) of materials you are requesting.

For books, include author, title, ISBN, publisher, and edition, total number of copies, estimated cost for each, and total cost; for technology requests, include manufacturer, model number, and estimated cost; for other materials (software, supplies, etc.), provide relevant descriptive information, manufacturer, costs per unit, and total cost.

Dual Enrollment funds cannot be used for districts to purchase textbooks.

Note that in most cases materials, including supplies, will be purchased via the UNO bookstore or other University of Nebraska vendors and then shipped to you. Non-consumable materials (books, technology, etc) remain the property of the University of Nebraska and/or the UNO Department of English. Labels denoting this fact will be provided for teachers to place on the purchased materials.

Budget (insert rows as needed)

Item Description	Cost/Each	Quantity	Total Cost
Less other funding (please specify sources and amounts)			
Total Request			

3. Rationale for Classroom Materials Purchase

Please complete each of the following sections in your proposal. Your combined answers should not exceed two pages.

Section A

Describe the requested materials in details and their instructional purpose. You must be sure to provide clear rationales for purchasing software, hardware, and/or technology from specific manufacturers.

Section B

Describe how the materials purchased will improve your DE instructional practices and/or enhance DE students' learning experience.

4. Follow-Up Reporting

For non-consumables (books, technology, etc.): After you have had experience working with your materials, please provide a one page, singled spaced report discussing how the materials purchased has enhanced your DE teaching and/or your students' DE learning experience.

For ticketed events: After your students have attended the event, please provide a one page, singled spaced report discussing how the event attendance enhanced your DE teaching and/or your students' DE learning experience.