

University of Nebraska at Omaha
Department of English Dual Enrollment Teachers
CLASSROOM MATERIALS GRANT APPLICATION
2018-2019

UNO's English Dual Enrollment is pleased to offer classroom materials grants for the 2018-2019 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. The maximum funding for materials in any given academic year is \$700.

Application Process

- complete the following grant application and email it to Chuck Johanningsmeier, the Department of English's Dual Enrollment Coordinator (jmeier@unomaha.edu);
- 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:

- Chuck Johanningsmeier will notify you via email.
- If the materials can be purchased through the UNO Bookstore (in the case of texts especially), Chuck will place the order through the bookstore, and the materials will be shipped to you at your high school.
- Each book or item purchased using these funds should have a sticker affixed to it that indicates it is the property of UNO and is provided by the Dual Enrollment Program. Chuck Johanningsmeier will make sure you have enough stickers for all the purchased items.

1. Applicant Information

Name:

District:

Department/School:

Shipping Address:

Phone:

E-mail:

Department Chair:

Signature of Department Chair/Supervisor (an email from the supervisor to Chuck Johanningsmeier is also acceptable):

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, publisher, and ISBN; for technology requests, include manufacturer, model number, and estimated cost; for other materials (software, supplies, etc.). Also please 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.