

BreakThru Mini-Grant Application Form



Your application must be submitted to the Community Relations Office by Friday, July 31, 2009. No application will be accepted after this time for any reason. The Community Relations Office is not responsible for lost or delayed mail. Proposals may **not** be submitted by facsimile (fax).

Mail to: Brookhaven National Laboratory, Community Relations Office, Building 400C, P.O. Box 5000, Upton, NY 11973-5000

General Information: Brookhaven National Laboratory's BreakThru Mini-Grant program is a two-year pilot program sponsored by Brookhaven Science Associates in support of diverse communities and world-class science. Your application must be submitted to the Community Relations Office by 12:00 midnight EST on Friday, July 31, 2009. No application will be accepted after this time. The Community Relations Office is not responsible for lost or delayed mail. Proposals may not be submitted by facsimile (fax).

Please allow at least six weeks after the deadline for a decision and reply.

Program Overview: Brookhaven Lab is excited to share its passion for discovery with youth in our neighboring communities. As part of its efforts to inspire future generations to appreciate the role of science, technology, engineering and math (STEM) in our everyday lives, the Lab once again invites applications for its BreakThru Mini-Grant Program. Members from nonprofit community organizations located in Suffolk County, New York, who involve 10- to 15-year old youth from traditionally underrepresented populations in STEM fields, are encouraged to submit a proposal for a program planned anytime between October 2009 and July 2010.

Eligibility: U.S. nonprofit community organizations in Suffolk County, New York, may apply for one annual BreakThru Mini-Grant to help support one program that encourages interests and/or strengthens skills related to science, technology, engineering and math (STEM) with 10- to 15-year old youth from populations traditionally underrepresented in STEM-related careers, such as: African Americans, Hispanics/Latinos and Native Americans.

The Community Relations Office may contact and visit the point of contact or chief officer of the organization to further discuss the program.

Awards: BreakThru Mini-Grant applicants may request any amount up to \$5,000 for one STEM-related program or project conducted during the period from October 2009 through July 2010.

Applications may exceed the annual funds that may be available for mini-grant requests. We regret that awards may be approved in amounts less than requested, and many deserving grant proposals may be declined.

Restrictions: The following are not eligible for the BreakThru Mini-Grant Program.

- Programs involving organizations that represent advocacy groups, special political interests, or a specific religious affiliation
- Capital, construction or building funds

- Salaries or fees for program staff, including mentors and other overhead expenses
- Endowment and scholarship funds (or similar types of financial assistance)
- School-administered and any other programs incorporated into a student's regular school day
- Fund-raiser events, including sponsorships, tickets or advertising
- Registration fees
- Contests
- Private foundations described under the U.S. Internal Revenue Service Code Section 509(a)
- Local, state, and federal government agencies and programs

Criteria

- Present well-defined goal(s), objective(s) and expected result(s) for a program that could serve as a model to other community organizations. Highlight any hands-on, inquiry-based, potentially fun and/or especially creative activities.
- Articulate the program's importance for the youth participants and the community.
- Submit an estimated budget, showing proposed allocation of grant funds for the BreakThru Mini-Grant amount requested. For each item, include: a brief description of the item, estimated cost, and information describing its proposed use(s). If requesting special equipment, such as computer and multi-media equipment and special software, also include specific details for related training, program integration and maintenance.
- Describe a specific plan for how the organization would communicate news about receipt of a potential award.
- Explain how the program's effectiveness will be evaluated, and how results will be reported to the Laboratory and any others.

Important: Organizations receiving an award will be required to submit a written evaluation report to the Laboratory's Community Relations Office that includes the results of the program and an itemized list of expenditures for the amount of the mini-grant award.

The report must be e-mailed or postmarked no later than one month from the end date of the funding period requested in the application.

The evaluation report may become a factor in considering future grant requests submitted by the organization.

Your Contact Information (The Point of Contact for the Mini-Grant Application)

First Name

Last Name

Address

City

State

Zip

Email

Phone Number

Information About Your Organization

Organization Name _____

Address _____

City _____

State _____

Zip _____

Chief Officer's Information:

Name _____

Title _____

Phone _____

Email _____

Website _____

Is your organization nonprofit and tax exempt? No Yes

Employee Identification Number (EIN) _____

Briefly describe your organization and its mission. _____

Information About the Program

Program Title: _____

Program Goals (Describe what the program seeks to achieve.) _____

Objectives (Describe activities for accomplishing the program's goals, highlighting any aspects that are unique, innovative or especially creative.)

Outcomes (Describe the results your organization expects from the program and the overall importance for program participants and the wider community.)

Information About the Program (continued)

Total expected youth participation (10- to 15-year-olds): _____

Will this program engage African American, Hispanic/Latino and/or Native American youth predominantly from Suffolk County, NY? Yes No

Will this program use volunteers? Yes No

If any volunteers are affiliated with Brookhaven Lab, please list their name(s) and expected role(s) in your program:

_____	_____
_____	_____
_____	_____
_____	_____

Program Budget, Funding, Schedule

Program's Total Budget: \$ _____ **Amount of Mini-Grant Request:** \$ _____ (maximum of \$5000)

Program Itemized Budget (Enter an estimated budget, showing proposed allocation of grant funds for the amount requested above. For each item, include: a brief description of the item, itemized cost, and information on proposed use(s).)

Item	Cost (\$)	Proposed use(s)

In requesting funding for special equipment, such as computers, special software, and multi-media equipment, include specific details for training, program integration and maintenance.)

Schedule

Funding must be requested for a program to be conducted in the time period between October 2009 and July 2010.)

Program Start Date: _____ Program End Date: _____ (For a one-day event, write the same date twice.)

