

BreakThru Mini-Grant Application Form



Your application must be submitted to the Community Relations Office by Thursday, July 31, 2008. 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: Your application must be submitted to the Community Relations Office by Thursday, July 31, 2008. 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).

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 effort to inspire future generations to appreciate the role of science, technology, engineering and math (STEM) in our every day lives, the Lab invites applications for its BreakThru Mini-Grant Program. Non-profit local community organizations who involve 10-15 year olds from traditionally underrepresented populations in STEM fields are encouraged to submit a proposal for a program planned for September 2008 through August 2009.

Eligibility: U.S. nonprofit community organizations in Suffolk County, New York, may apply for one annual BreakThru Mini-Grant to help support one program or project 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 under-represented in STEM-related careers, such as: females, African Americans, Hispanics/Latinos(as), 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 may be requested in any amount up to \$5,000 for one STEM-related program or project conducted during the 12 month period from September 2008 through August 2009.

Important: Organizations that receive an award will be required to submit a brief written evaluation report to the Laboratory's Community Relations Office. The report will include the results of the program/project and an itemized list of expenditures for the amount of the award they receive. This report must be e-mailed or postmarked no later than 1 month from the end date of the organization's requested funding period.

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 for staff and other overhead expenses
- Endowment and scholarship funds (or similar types of financial assistance)
- Fund-raiser events, including sponsorships, tickets or advertising
- Registration fees
- 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 unique, innovative or especially creative characteristics.

- Articulate the program's importance for the participants and the community.

• Enter a line-item itemized budget, showing proposed allocation of grant funds for the BreakThru Mini-Grant amount requested. For each item, include: a brief description of the item, itemized cost, and information on proposed use(s). If requesting special equipment, such as computer and multi-media equipment and special software, also include specific details for training, program integration and maintenance.

- Include a specific plan for how the organization would communicate news about receipt of a potential award and results of the program.

- Explain how the program's effectiveness will be evaluated, and how results will be reported to the Laboratory.

Program Evaluation: Organizations receiving an award will be required to submit a written evaluation report to the Laboratory's Community Relations Office that shall include the results of the program/project and an itemized list of expenditures for the amount of the Mini-Grant award. This report must be e-mailed or postmarked no later than one month from the end date of the funding period requested in your application. The Community Relations Office may contact and visit the point of contact or chief officer of the organization to discuss the program further.

Important: 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 not-for-profit and tax exempt? No Yes

Employee Identification Number (EIN)

Briefly describe your organization and its mission:

