



Michigan Department of Education – Low Incidence Outreach (MDE-LIO) Mini-Grant Application Packet



Low Incidence Outreach
702 W. Kalamazoo St.
Lansing, MI 48915
www.mdelio.org

Updated 12.20.2021

Introduction

MDE-LIO is the recipient of a trust fund to support eligible students who are Blind/Visually Impaired (BVI). This trust supports school programs and services, trainings, and recreational and social activities for students.

The maximum amount a district may request for reimbursement is \$2,000 per fiscal year (October 1- September 30) for eligible district programs that support students who are BVI. A request may be split between multiple teachers. Each district is allowed one mini-grant per fiscal year. Grants are awarded on a first come, first served basis.

Local and intermediate school districts are responsible for paying all program expenses; reimbursement of the originally approved amount will be given after the program ends and all required documentation is received by MDE-LIO.

Who Can Apply

A school district can apply for an MDE-LIO mini-grant for programs that include students who:

- Meet the definition of having a visual impairment, including DeafBlindness, as defined in the [Michigan Administrative Rules for Special Education \(MARSE\) \[PDF\]](#) (bit.ly/2QYIS39) R 340.1708 and R 340.1717.
- Are eligible for financial need, as demonstrated by a Bridge Card or formal documentation from the school confirming the student receives free or reduced meals.

Forms in This Packet

- *Mini-Grant Application Form*
A teacher or other district representative will submit a mini-grant application at least 30 days before the program begins.
- *Mini-Grant Reimbursement Form*
If the application is approved, the requester will use this form after the program ends to receive reimbursement for the program.
- *MDE-LIO Media Release Form*
(Optional) If the requester includes photos from the program when submitting the Mini-Grant Reimbursement Form, the requester will complete this form for each participant in the photos.

How to Apply

Submit your mini-grant application to msdb-outreach@michigan.gov **at least three weeks prior** to the program. This gives MDE-LIO time to approve or deny the application before the program begins.

The requester will send the following materials to MDE-LIO:

- Mini-Grant Application Form, completed and signed by the requester.
- A description of the program or service, including expected outcomes.
- A detailed budget, outlining the activities that will be covered by the mini-grant (e.g., supplies, materials, travel, personnel costs).
- Unique Identification Code (UIC) for each student who will be served.
- Proof of each student's financial need (copy of current Bridge Card or formal documentation from the school confirming the student receives free or reduced meals).

Optional:

If the district would like its program to be highlighted in MDE-LIO's newsletter, please submit an article that is no longer than 400 words.

- If including photos, please complete and submit a Media Release Form for each person in the photos.

Next Steps

Within three days of receiving the application, MDE-LIO will notify the requester by email that the application has been received. Within two weeks of receiving the application, MDE-LIO staff will review the application and notify the requester whether the application has been approved or denied.

Questions

If you have questions, please contact MDE-LIO:

Phone: 517-241-7083

Email: msdb-outreach@michigan.gov

Mini-Grant Application Form

Instructions

A teacher or other district representative **must complete and submit this form at least 30 days before the program begins**. Please read through the application packet and submit all forms.

Requester Information:

Requester Name:		
Local School District:		
Intermediate School District:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone Number:	Email:	

Activity Information:

How will the mini-grant funds be used in educating students who are Blind/Visually Impaired? Choose all that apply.

- Program
 Training
 Books
 Other

Other:
Amount Requested (cannot exceed \$2,000):
Give a description of the activities the funds will be used for:

I agree to use mini-grant funds solely for the purpose as described on the previous page. I agree to all mini-grant guidelines and will submit a Mini-Grant Reimbursement Form, along with expense receipts, no more than 30 days after the program ends. For programs that end in September, the reimbursement form must be submitted by September 30.

Requester Signature: _____ Date: _____

Please submit this form and the required information below to msdb-outreach@michigan.gov.

Submit the following information to MDE-LIO along with your application form:

- Description of the program or service, including:
 - o Expected outcomes. Outcomes must:
 - Positively impact students or families.
 - Meet a documented need for students.
 - Help students access the general education curriculum or achieve goals in the expanded core curriculum.
 - o Effective practices, including:
 - Established best practices or innovative ideas.
 - Research and data to support the program's effectiveness.
- Unique Identification Code (UIC) for each student who will be served.
- A detailed budget, outlining the activities that will be covered by the mini-grant (e.g., supplies, materials, travel, personnel costs).
- Proof of each student's financial need (copy of current Bridge Card or formal documentation from the school confirming the student receives free or reduced meals).

For MDE-LIO office use only. Do not write below this line.

Date Received:

Approved Denied



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Mini-Grant Reimbursement Form

Instructions

The requester will complete this form after the program ends to receive reimbursement. Please submit this form to msdb-outreach@michigan.gov **no later than 30 days after the program ends.**

Along with this form, please submit the following:

- Itemized receipt(s) of services or goods that were purchased within the submitted budget.
- Optional: A short article and/or photos highlighting the program. If you submit a photo, please submit a [Media Release Form](#) for each person in the photo.

Requester Name:
Local School District:
Intermediate School District:
Approved Amount to be Reimbursed:

By submitting this form, I certify that the program has ended. I verify that the funding amount listed above will only be used to pay for materials and services for the program, as outlined in the budget I submitted with my Mini-Grant Application Form.

Requester Signature: _____ Date: _____