Cruces Creatives Classroom Mini-Grant Eligibility Checklist

Open to educators in the Las Cruces public school educators during the 2023-2024 school year, to fund classroom projects and events in coordination with Cruces Creatives' CommunityShare Las Cruces platform.

Semester Applying: _____

Applying Instructor: _____

Applying Project: _____

Reviewer: _____

Date Reviewed: _____

Applicable Documents / Information:

Cruces Creatives Classroom Mini-Grant

Mini-Grant description on CrucesCreatives.org

Eligibility Review

All Answers Must be Yes or N/A with Cause in Order to Pass Eligibility

			Yes	No	N/A
1	**Description**	**Is the applicant an active Las Cruces public school instructor / educational staff member?**	☐	☐	☐
	If N/A, list reason:	_____			
	If ineligible, list reason:	_____			

			Yes	No	N/A
2	**Description**	**Are the project funds for classroom students? (Clubs, extracurricular activities, and sports groups are not eligible.)**	☐	☐	☐
	If N/A, list reason:	_____			
	If ineligible, list reason:	_____			

			Yes	No	N/A
3	**Description**	**Does the applicant have an active and completed CommunityShare platform profile?**	☐	☐	☐
	If N/A, list reason:	_____			
	If ineligible, list reason:	_____			

			Yes	No	N/A
4	**Description**	**Is there a project description (a "Project" or "Event") posted on the CommunityShare platform?**	☐	☐	☐
	If N/A, list reason:	_____			
	If ineligible, list reason:	_____			

			Yes	No	N/A
5	**Description**	**Did the applicant confirm their project is to serve the educational or informational growth of students?**	☐	☐	☐
	If N/A, list reason:				

If ineligible, list reason:

		Yes	No	N/A
6 Description	**Are the students to be served within the Las Cruces public school system?**	☐	☐	☐

If N/A, list reason:

If ineligible, list reason:

		Yes	No	N/A
7 Description	**Does the applicant have a partner, or partners, identified through the CommunityShare Las Cruces platform, who have all completed profiles?**	☐	☐	☐

If N/A, list reason:

If ineligible, list reason:

		Yes	No	N/A
8 Description	**Has at least one community partner agreed to meet in-person, or over a live video with the students?**	☐	☐	☐

N/A Reason:

Ineligibility Reason:

		Yes	No	N/A
9 Description	**Will the proposed project or activity timeline fit within either the current or upcoming semester of grant awards?**	☐	☐	☐

If an application is asking for a mini grant that will occur further in the future, the eligibility reviewer may approve the request with cause.

N/A Reason:

Ineligibility Reason:

		Yes	No	N/A
10 Description	**Based on the stated date for the project or activity, was the application submitted at least 8 weeks before?**	☐	☐	☐

If N/A, list reason:

If ineligible, list reason:

		Yes	No	N/A
11 Description	**Has the applicant been approved for less than 3 mini grants this semester?**	☐	☐	☐

If N/A, list reason:

If ineligible, list reason:

		Yes	No	N/A
12 Description	**Is the proposed budget less than or equal to [$500 x the number of classrooms involved in the project] [max $1,500]?**	☐	☐	☐

If N/A, list reason:

If ineligible, list reason:

		Yes	No	N/A
13 Description	**Has the applicant agreed to the reporting and photo requirements?**	☐	☐	☐
If N/A, list reason:	_____			
If ineligible, list reason:	_____			

		Yes	No	N/A
14 Description	**Did the applicant fill out the entire application?**	☐	☐	☐
If N/A, list reason:	_____			
If ineligible, list reason:	_____			

		Yes	No	N/A
15 Description	**If this applicant has been a previous awardee, did they fill out their previous evaluation/s?**	☐	☐	☐
If N/A, list reason:	_____			
If ineligible, list reason:	_____			

		Yes	No	N/A
16 Description	**Do all of the proposed expenses avoid the disallowable expenses requirements?**	☐	☐	☐
If N/A, list reason:	_____			
If ineligible, list reason:	_____			

All Answers Must be No or N/A with Cause in Order to Pass Eligibility

		Yes	No
17 Description	**Are there any other considerations to this application that make it ineligible? (If ineligible, provide a clear rationale with specific documentation.)**	☐	☐
If ineligible, list reason:	_____		
	_____		
	_____		
	_____		
	_____		

The final judgement by the Cruces Creatives Classroom Mini-Grant Review Board is that this proposal is:

☐ Eligible
☐ Ineligible

Date: _____

Eligibility Board Member Present: _____

Eligibility Board Member Present: _____

Eligibility Board Member Present: _____