

# FLANC Mini-Grant Application Guidelines

FLANC small grants support educational projects designed to promote foreign language teaching and learning in North Carolina. The grants are available on a competitive basis. Applicants are urged to use these grants to leverage additional funding from their schools or other sources for the development of their grant project.

## Who is eligible to apply?

- Current FLANC members—Membership application is available on the web at: <http://www.flanc.org>. Current FLANC Board members are ineligible.
- K-12 teachers and administrators in North Carolina
- University instructors in North Carolina
- Representatives of local professional associations or non-profit organizations that promote foreign language teaching in North Carolina

## What kinds of projects are eligible?

The following projects that contribute to the promotion of foreign language education in North Carolina:

- Advocacy for foreign language teaching and learning
- Enhancement of students' foreign language proficiency and cultural competency
- Professional development for teachers
- Enhancement of foreign language teacher education
- Others projects that promote foreign language teaching and learning
- Mini-grants do not support the purchase of audio visual equipment

## How much money may I request?

- The amount you can request is up to \$500.

## Is there any restriction for my application?

- An applicant may request funding only once each school year.
- Grant money may not be used for salaries or stipends.
- Grant money may not be used for any purposes other than what you have proposed.

## What is the length of the project?

- The project should be completed within one school year.

## How do I apply?

- Complete the application form online via the FLANC website at [www.flanc.org](http://www.flanc.org).
- If you are a K-12 or college instructor, obtain endorsement from your supervisor (principal, program chair, or dean). Have him or her send endorsement by email to the FLANC Secretary, Tamara Hughes, [tamaradhugheswsnc@gmail.com](mailto:tamaradhugheswsnc@gmail.com)

**What is required upon the completion of the project?**

- Download the project evaluation form from the FLANC website and fill it out to report how the project was conducted and whether it met its objectives.
- Submit a financial report that shows how much money was spent for what purpose. Attach all receipts.
- All the reports and receipts should be submitted within one month from the completion of the project to the Chair of FLANC Small Grant Committee at the addresses printed on the evaluation form.
- FLANC may ask you to give a presentation at the next fall conference.

**When is the application deadline?**

- Application must be submitted by November 15<sup>th</sup>,

**When will I know whether or not my application is accepted?**

- By early January.

**Visit <http://www.flanc.org> to complete application form**