

Mini Grant Next Steps & Guidance

OREGON GEAR UP 2025-2026



MINI GRANT RECIPIENTS

POST-MINI GRANT SUMMARY REPORT

Once your mini grant activities are complete, the Oregon GEAR UP Central Office requests that you submit the [Post-Mini Grant Summary](#). This report is essential for federal reporting and helps us capture the impact of your project. The summary collects the following information:

- Number of students served
- Service hours provided
- Staff served and their hours
- Outcomes achieved
- Cost share contributions: While schools are not required to match mini grant funds, the Central Office must meet a 1:1 match requirement. To support this, please include: off-contract staff time, volunteer hours, and donated or non-federally funded materials, supplies, or professional services
- Project successes

We also encourage you to share:

- Photos of your mini grant in action
- Additional resources or materials
- Any insights that may benefit the broader Oregon GEAR UP community

[Click here to complete the Post-Mini Grant Summary](#)

Important: Submission of this report is required to remain eligible for future mini grant funding:

- **Schoolwide and Departmental PD Mini Grants:** Schools must submit the report to qualify for Year 5 funding.
- **Classroom Success Mini Grants:** The individual teacher recipient must submit the report to remain eligible for Year 5 funding.

GRANT GUIDANCE & REQUIREMENTS

Oregon GEAR UP is a federal, reimbursable grant. Reimbursements will only be issued for pre-approved expenses listed in your mini grant application. Please ensure:

- Reimbursements will only be issued for expenses that were **pre-approved** and listed in your mini-grant approval.
- Please ensure that you **do not exceed** the approved funding amount.
- Only items explicitly listed in your **approval** are eligible for purchase. If you need to make any changes or additions, prior approval from Oregon GEAR UP is required.

We recommend working closely with your Business Manager to ensure compliance with your school's reimbursement policies.

All documentation related to expenses must be retained for the life of the grant plus five years, in accordance with [OAR 166-475-0060\(8\)](#).

Oregon GEAR UP is required to comply with all federal regulations, including recent legislation and executive orders. As always, all grant applications will be reviewed for federal allowability, and reimbursement will only be provided for approved expenditures.

MINI GRANTS WITH APPROVED TRAVEL

All travel reimbursements must follow federal guidelines. Allowable travel expenses include:

- [U.S. government per diem](#) for meals (excluding those provided at the event)
- [U.S. government per diem](#) mileage
- Airfare (seat upgrades unallowable)
- Transportation to/from the airport (economy transportation allowable-upgrades unallowable)
- One checked baggage fee
- Economy airport parking

When in doubt, the rule is to travel economically with no upgrades. For additional details on policies and what is allowable, please review [Oregon GEAR UP's Fiscal Guide](#) and please don't hesitate to reach out. We appreciate your attention to these requirements and your continued partnership with Oregon GEAR UP.

BUSINESS MANAGERS & ADMINISTRATORS

RECEIVING MINI GRANT FUNDS

Mini grant funds are disbursed on a cost-reimbursement basis, consistent with all GEAR UP funding. Please ensure that:

- All spending is finalized, and goods/services are received on or before August 31, 2026.
- Fiscal records are retained for five years after the final annual financial report, per [OAR 166-475-0060\(8\)](#).

REIMBURSEMENT PROCESS

1. Expenditures Report
 - a. Enter all mini grant-related expenses into the [Oregon GEAR UP Expenditures Report](#) as you would for other reimbursements. Be sure to include complete documentation for each expense to support your submission.
 - b. Use the specific activity code assigned to this mini grant (provided via email from the Central Office).
2. Completing the Report
 - a. Use the mini grant number as the activity code to clearly identify related expenses.
 - b. Follow your district's standard reimbursement procedures.
3. Guidance Resources
 - a. Refer to the [Fiscal Guide](#) in the [Coordinator Manual](#).
4. Amendments
 - a. All awarded mini grants will be added to your subaward via an amendment. The Central Office will notify the Business Manager when this is in process.