



# Mini-Grant Guide



2008 - 2009

# Mini-Grant Guide

## **Suffolk's Edge Teacher Center**

31 Lee Avenue  
Wheatley Heights, NY 11798  
631-254-0107  
631-623-4917 fax  
teacher\_center@wsboces.org

**Director**  
**Jane Lombardo**

**Educational Program Specialist**  
**Carol Weintraub**

**Grant Technician**  
**Elyse K. Eusanio**

**Policy Board**

**Co-Chairpersons**  
**Rochelle Borman**  
**Phyllis Miron-Schwartz**

**Vice-Chairpersons**  
**Jane Herbst**  
**Barbara Luna**  
**Nancy Finizio**

**Secretary/Treasurer**  
**Debbie Weiss**



The Teacher Center is one of the most exciting staff development projects in the state. It is unique because its programs are created in direct response to the expressed needs of its teacher members.

Established in 1985, the Suffolk's Edge Teacher Center is one of approximately one hundred twenty seven state-funded teacher centers in New York. It serves over 5,100 educators in ten districts, Western Suffolk BOCES and private and parochial schools.

A Policy Board is the governing body of the Center. Fifty-one per cent of the board is comprised of teachers from the participating school districts.

The purpose of this booklet is to assist teachers in preparing Mini-Grant proposals. On behalf of the Teacher Center, we'd like to thank all of the past Mini-Grant winners. We hope that other teachers will benefit from the innovative projects and ideas that have been developed.

If you are interested in learning more about the Mini-Grant Program, please contact the **Suffolk's Edge Teacher Center at (631) 254-0107** or at **teacher\_center@wsboces.org** or visit our website at [www.seteachercenter.org](http://www.seteachercenter.org)

The Center's philosophy of encouraging member participation in all phases of its operation produces motivated educators. These teachers then bring new program ideas and skills back to their classrooms, enriching their own professional lives and those of the children with whom they work.

Suffolk's Edge members include:

<i>Amityville UFSD</i>	<i>Harborfields CSD</i>
<i>Babylon UFSD</i>	<i>Half Hollow Hills CSD</i>
<i>Bay Shore UFSD</i>	<i>Kings Park CSD</i>
<i>Copogue UFSD</i>	<i>Northport/E. Northport UFSD</i>
<i>Deer Park UFSD</i>	<i>West Babylon UFSD</i>
<i>Diocese of Rockville Centre</i>	<i>Western Suffolk BOCES</i>

## **What's Inside**

---

<b>About The Mini-Grant Program</b>	<b>2</b>
<b>How to Prepare a Mini-Grant</b>	<b>3</b>
<b>Signature Page</b>	<b>4</b>
<b>Mini-Grant Cover Page</b>	<b>5</b>
<b>Criteria for Application</b>	<b>6</b>
<b>Scoring Rubric</b>	<b>7</b>
<b>Final Report Form</b>	<b>8</b>

# Mini-Grant Guide

## About the Mini Grant Program

### What is the purpose of the Mini-Grant Program?

The purpose of the Mini-Grant is to provide educators in the SETC consortium with an opportunity to develop unique projects to **increase student learning** and **improve teacher practice**.

### How much money is awarded to teachers?

The SETC awards up to \$1500 for a group project and up to \$1200 to an individual interested in developing a project. The Mini-Grant Program is designed to involve teachers in school-based activities that provide sustained professional growth. Since February 1987, the SETC has funded almost 300 Mini-Grant projects.

### What kinds of projects are developed in the Mini-Grant Program?

Mini-Grant projects may be used to: 1) research programs for district or school use; 2) create unique classroom projects to advance student learning; 3) develop innovative curriculum resource materials; 4) initiate projects that a school district will augment or continue to fund in the future; or 5) focus on professional development programs.

### How may the monies be spent?

These funds may be used for:

- teachers' time spent in preparing the project (Max. \$40 per hour)
- supplies (e.g., blank CDs, laminating film, notebooks)
- teacher-produced instructional materials

The Suffolk's Edge Teacher Center will not fund equipment: laptops, SmartBoards, projectors, etc. For further clarification, please speak to your district's Policy Board member, or call the Teacher Center.

### Who evaluates the Mini-Grant applications?

Awards will be determined by a screening committee, comprised of Policy Board members. The scoring rubric for grant applications appears on page 7. Note that the grants are read anonymously, so do not include references to individual districts, schools or name any people specifically in the body of your proposal. (p. 3)

### Who is eligible?

Staff members employed by a school district that is a member of the SETC consortium are eligible to apply. At least one applicant must be a teacher.

Note: Your name may appear on only one grant proposal. Even if you're listed as part of a group, your name may only be listed on one grant proposal.

### How can I find out more?

All applicants are invited to attend and/or arrange Mini-Grant workshops which will explain all procedures of the Mini-Grant application process. The following pages describe the procedure for applying for Mini-Grants in more detail. In addition, the rubric for application acceptance is included on page 5. If you have any questions about the guidelines, please call the Teacher Center at (631) 254-0107 or e-mail us at: [teacher\\_center@wsboces.org](mailto:teacher_center@wsboces.org).



#### Dates to remember!

*The due time/date for proposals is  
3:45 PM on November 7, 2008.*

*Final reports must be completed  
and handed in by Friday, June 5,  
2009.*

# Mini-Grant Guide

## What Should be Included

Mini-Grant projects must have an educationally sound purpose and follow district policies. Below are the specific format guidelines:

### 1) A brief summary of your project (2-3 sentences)

### 2) Need and Rationale

### 3) Curriculum, Grades and Population of your school

### 4) Objectives

**5) Projected Positive Impact on Student Learning and Teacher Practice explicitly stated.** How will your grant increase student learning AND improve teacher practice?

### 6) Activities

**7) Timeline** (The grant period begins upon notification of the award and ends June 5, 2009)

**8) NYS Standards.** Please write out the standard.

**9) Itemized Budget** What will you purchase? How much of each? How much are you asking for? Participants petition for money may not exceed \$1,500 for group projects (two or more participants) and \$1,200 for individual projects. **The budget description should note if the project will have in-kind support or matching funds from the applicant's district or other sources.**

**10) Assessment** (What assessments you will use for your project, and how you will know if the project has been successful.)

**11) Collaboration** (What kind of collaboration, how will it be done?)

**Note: failure to comply with Mini Grant deadlines or procedures will jeopardize your chance of future funding.**

## Format

Aside from the cover page, do NOT include any identifying references to districts, schools or names of people in the body of your proposal. You may say "our elementary school" but NOT "Smith Street School." You may say "our school media specialist," but NOT cite "Mr. Johnson, our media specialist." Using names or specific references in the body of the proposal will **immediately disqualify** your proposal.

The Mini Grant Committee of the Suffolk's Edge Teacher Center suggests that applicants have an outside reader review the grant to look for unintended identifying school references and to ensure the proposal is easily understood.

The proposal must be typed or word processed, double spaced, using 14 point type, Times New Roman or equivalent font. The proposal must be no more than five 8 ½ by 11 pages, surrounded by a margin of at least ¾ inch.

## Application Process

It is recommended that applicants create seven (7) copies of their proposal to be distributed as follows:

- Building principal (1)
- School district superintendent (1)
- Teacher union president (1)
- Applicant's own copy (1)
- Original and three copies to the Teacher Center (1+3)

It is suggested that applicants submit the Mini-Grant proposal to his/her School District Superintendent (or designee) and to his/her Teacher Union President for endorsement one week prior to the Mini-Grant proposal deadline, to allow time for district processing. A signature page is on page 6 for the Superintendent and Teacher Union President to send to the Teacher Center after signing. Facsimile copies of the signature pages will not be accepted for consideration.

**Proposals are due** on or before 3:45 PM on November 7, 2008, with the original signatures and an original and three copies of the proposal. Proposals must be submitted by mail or in person to the Teacher Center. Facsimile copies of the signatures and the proposal will not be accepted. Applications will not be returned. (The Teacher Center will send a list of applicants and project titles to both the School Superintendent and the Teacher Union President upon receipt of the applications.)

## Review

The Mini-Grant application will be reviewed anonymously by the Mini-Grant Committee. This committee is made up of representatives from the Policy Board. During this review meeting, the Mini-Grant Committee will determine which applicants will be awarded Mini-Grants and the final funding level of each Mini-Grant project.

## Final Report

If your grant is funded, the completed report is due on or before **Friday, June 5, 2009**. The final report form is included in this application, page 8.

Any materials purchased by the Mini-Grant applicant become the property of the SETC and may be permanently housed in the recipient's school.

# Mini-Grant Guide

## Signature Page

Participant completes the first two items on this form and includes it in the copy of the proposal sent to the district's Superintendent and the Teacher Union President.

**Title of Project:** \_\_\_\_\_

**Name(s) of Applicants:** \_\_\_\_\_

(must be initialed by  
each applicant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have received a copy of this Mini Grant Project.

**Superintendent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have received a copy of this Mini Grant Project:

**Teacher Union President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return signed form to: Suffolk's Edge Teacher Center  
31 Lee Avenue,  
Wheatley Heights, NY 11798

No faxed forms will be accepted. Original signatures must be provided.

All signatures need not be on the same page. You may copy this page as needed.

Due date: by 3:45 PM on November 7, 2008



# Mini-Grant Guide

## Cover Page

All information must be word processed or typed. You may word process this cover page. A cover page must be completed and submitted with each grant request.

The grant proposal is limited to five 8½" X11" pages in 14 point type, double spaced, using Times New Roman or equivalent font, surrounded by a margin of at least ¾ inch. (This is a sample of Times New Roman in 14 point type.)

Name of Applicant(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person(s) \_\_\_\_\_

Phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Remember to include the signature sheet, with original signatures from the Superintendent and Teacher Union President with this application.

Mail or bring completed applications to: Suffolk's Edge Teacher Center  
31 Lee Avenue, Wheatley Heights, NY 11798

Faxed applications or signature pages will not be accepted.

All mailed and hand-delivered applications must be **received** the Center before the close of business (3:45 PM) on Tuesday, November 7, 2008.

# Mini-Grant Guide

## Criteria for Consideration

Each grant must be rated “yes” in all categories in order to be considered for funding by the committee.

#	Format Criteria	Yes	No
1.	The proposal must be typed or word processed, double spaced, using 14 point type, Times New Roman or equivalent font, with at least a ¾ inch margin around.		
2.	The prescribed format is used (see p. 3).		
3.	The original proposal plus three (3) copies are submitted on or before 11/7/08. No faxed copies will be accepted.		
4.	One set of original signatures (no faxed copies) of the Superintendent and Union President are submitted.		
5.	The cover page is completed.		
6.	There are no identifying references to individuals, schools or districts anywhere other than the cover page.		
7.	The proposal is no more than five (5) 8 1/2 X 11 typed pages, including itemized budget.		
8.	Applicants have initialed their names on the cover sheet.		

**Each grant must be rated “Yes” in all categories to be considered by the rating committee. Please check your proposal against these criteria.**

For official use:  
 Proposal # \_\_\_\_\_

# Mini-Grant Guide

For office use only: Proposal #: _____ Title of proposal: _____
---

## Mini-Grant Scoring Rubric

#	Criteria	3	2	1	0	Score	Comments
1	Includes a clear statement of need and rationale for the project and project summary						
2	Focuses on how student learning will be increased and teacher practice improved.					__X 3=	
3	The project is creative and/or original.					__X 4=	
4	Fully addresses objectives						
5	Identifies curriculum area(s), grade level(s) and target population						
6	Activities listed include content to be addressed and are related to the specified objectives of the project						
7	A clear, monthly timeline is stated						
8	NYS Standards have been incorporated into the project						
9	Itemized budget includes detailed list of materials, services and/or professional hours						
10	Assessment accurately measures increase in student learning and impact on teacher practice					__x 2=	
11	Professional presentation (grammar, spelling, format, etc.)						
12	Shows evidence of collaboration with business or other agencies (museums, library, parent group, etc.)						

(Perfect score is 54 ) **Total Score:** \_\_\_\_\_  
**Funding level:** \_\_\_\_\_

- 3=Outstanding**
- 2=Good**
- 1=Fair**
- 0=Not addressed**

# Mini-Grant Guide

## Suffolk's Edge Teacher Center Mini Grant Final Report

The following information may be typed or word-processed:

Title of project:  
Recipient(s) name(s):  
Contact person:  
School/School address:  
School phone number (contact person):  
Home address (contact person):  
Home telephone (contact person):  
Fax:  
E-mail address:

**Address the following nine sections.** Sections 1-8 should be a minimum of three typed pages using the Times New Roman font, 14 point, double-spaced. You **may** include references to your district, school and people in this report.

1. Briefly summarize your project and its implementation.
2. Indicate the target population of students and/or teachers addressed (i.e. subject, grade level, special populations, etc.). Approximately how many students and/or teachers were impacted as a result of this project?
3. Describe how you implemented the proposal.
4. Discuss how **student learning was increased** as a result of this project. Give specific observed examples and include student work or attach samples as evidence.
5. Discuss how **your teaching practice was improved** as a result of this project.
6. Describe how you assessed your project's impact **(a) on student learning (b) on teacher practice.**
7. Describe successful outcomes and any objectives that were **not** met.
8. What improvements/changes would you make if you were to implement this program again?
9. Submit an itemized budget of your program. Please submit a copy of receipts where applicable. Please attach the budget, invoices and copies of all receipts to the end of the final report.

Failure to comply with Mini Grant deadlines and procedures will jeopardize your chance of future funding. Send the final report, **on or before Friday, June 5, 2009**, to Suffolk's Edge Teacher Center, 31 Lee Avenue, Wheatley Heights, NY 11798. You may fax the report to (631) 623-4917 or e-mail it to: [teacher\\_center@wsboces.org](mailto:teacher_center@wsboces.org)