



Teacher Project Funding Guide



2009-2010

Teacher Project Funding Guide

Suffolk's Edge Teacher Center

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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 Teacher Project Funding proposals. On behalf of the Teacher Center, we'd like to thank all of the past Teacher Project Funding 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 Teacher Project Funding 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

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>Copiague 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>

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About the Teacher Project Funding Program

What is the purpose of the Teacher Project Funding Program?

The purpose of the Teacher Project Funding 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 Teacher Project Funding Program is designed to involve teachers in school-based activities that provide sustained professional growth. Since February 1987, the SETC has funded over 300 Teacher Project Funding projects.

What kinds of projects are developed in the Teacher Project Funding Program?

Teacher Project Funding 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 Teacher Project Funding applications?

Awards will be determined by a screening committee, comprised of Policy Board members. The scoring rubric for Teacher Project Funding applications appears on page 7. Note that the Teacher Project Fundings 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 Teacher Project Funding proposal. Even if you're listed as part of a group, your name may only be listed on one Teacher Project Funding proposal.

How can I find out more?

All applicants are invited to attend and/or arrange Teacher Project Funding workshops which will explain all procedures of the Teacher Project Funding application process. The following pages describe the procedure for applying for Teacher Project Funding 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.



Dates to remember!

*The due time/date for proposals is
3:45 PM on November 6, 2009.*

*Final reports must be completed
and handed in by 6/4/10.*

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Note: failure to comply with Teacher Project Funding deadlines or procedures will jeopardize your chance of future funding.

What Should be Included

Teacher Project Funding 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 Teacher Project Funding increase student learning AND improve teacher practice?

6) Activities

7) Timeline (The Teacher Project Funding 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 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?)

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 Teacher Project Funding Committee of the Suffolk's Edge Teacher Center suggests that applicants have an outside reader review the Teacher Project Funding 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 Teacher Project Funding proposal to his/her School District Superintendent (or designee) and to his/her Union President for endorsement one week prior to the Teacher Project Funding 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 6, 2009, 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 Teacher Project Funding application will be reviewed anonymously by the Teacher Project Funding Committee. This committee is made up of Policy Board representatives. During this review meeting, the Teacher Project Funding Committee will determine which applicants will be awarded Teacher Project Funding and the final funding level of each Teacher Project Funding

Final Report

If your Teacher Project is funded, the completed report is due on or before **Friday, June 4, 2010**. The final report form is included in this application, page 8.

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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 Teacher Funding Project.

Superintendent's Signature: _____

Date: _____

I have received a copy of this Teacher Funding 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 6, 2009



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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 Teacher Project Funding request.

The Teacher Project Funding 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 November 6, 2009.

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Criteria for Consideration

Each Teacher Project Funding 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 11/6/09. 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 Teacher Project Funding 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 # _____

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

Teacher Project Funding 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

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Suffolk's Edge Teacher Center Teacher Project Funding 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 Teacher Project Funding deadlines and procedures will jeopardize your chance of future funding. Send the final report, **on or before Friday, June 4, 2010**, 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