
SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Office of the Assistant Superintendent

TO: All Certificated Staff
FROM: Professional Development Committee
DATE: September 2008
RE: **Fall Mini-Grant Applications**

The components of the Mini Grant program are as follows:

District Funding: \$25,000 for the school year

Purpose: Provide teachers with the opportunity to develop instructional programs and to **initiate creative and innovative ways** to enhance current curriculum and instructional practices.

Mini-Grant Proposal Process:

Submit Applications by:	PDC Approval by:	Submit Typed Requisition for Supplies by:	Complete Grant & Submit Summary Form by:	Submit Time Sheets by:
October 15, 2008	November 3, 2008	December 1, 2008	February 16, 2009	February 16, 2009

- **Submissions after these dates will not be honored.**
- **Reimbursement for supplies personally purchased by a teacher will NOT be approved.**

Awards:

\$500 per award, unless a **unique project** is submitted requiring more. **Unique projects** will be reviewed by the PDC and presented to the Superintendent for approval. If necessary, the Board will be consulted.

Criteria for selecting winning mini grants:

- Each segment of the application form should be completed in full and written legibly or typed.
- The applicant(s) must sign the application.
- The proposed project should have the potential for replication by other staff at the same and other grade levels.
- The proposal must include a plan for how the grant will be shared with other staff.
- The applicant(s) must be willing to present the project to the Board and share information to District-wide staff at appropriate levels, pre-K through 12.
- Applications will describe monitoring measurements and/or evaluation procedures, which will be used to document the outcomes.
- Each application must be for a new grant.
- Adaptation of previous grants will be considered but for adapted award will be \$250.00 maximum amount.
- Only one grant per year will be awarded to the same teacher unless mini-grant money is still available within a fiscal year and the PDC approves.

We look forward to the receipt of many **innovative projects** and encourage all to use this program, which the Board has established as an incentive **to support the excellent work of our faculty.**

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Office of the Assistant Superintendent

TO: All Certificated Staff
FROM: Professional Development Committee
DATE: Spring 2009
RE: **Spring Mini-Grant Applications**

The components of the Mini Grant program are as follows:

District Funding: \$25,000 for the school year

Purpose: Provide teachers with the opportunity to develop instructional programs and **to initiate creative and innovative ways** to enhance current curriculum and instructional practices.

Mini-Grant Proposal Process:

Submit Applications by:	PDC Approval by:	Submit Typed Requisition for Supplies by:	Complete Grant & Submit Summary Form by:	Submit Time Sheets by:
April 13, 2009	May 4, 2009	June 26, 2009	September 14, 2009	September 14, 2009

- **Submissions after these dates will not be honored.**
- **Reimbursement for supplies personally purchased by a teacher will NOT be approved.**

Awards:

\$500 per award, unless a **unique project** is submitted requiring more. **Unique projects** will be reviewed by the PDC and presented to the Superintendent for approval. If necessary, the Board will be consulted.

Criteria for selecting winning mini grants:

- Each segment of the application form should be completed in full and written legibly or typed.
- The applicant(s) must sign the application.
- The proposed project should have the potential for replication by other staff at the same and other grade levels.
- The proposal must include a plan for how the grant will be shared with other staff.
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- Only one grant per year will be awarded to the same teacher unless mini-grant money is still available within a fiscal year and the PDC approves.

We look forward to the receipt of many **innovative projects** and encourage all to use this program, which the Board has established as an incentive **to support the excellent work of our faculty.**

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SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Mini-Grant Application

FALL 2008 - 2009

Application Submission Dates:

October 15, 2008 – Submit Mini-Grant Application
November 3, 2008 – PDC will respond to application
December 1, 2008 – Submit typed requisition for supplies
February 16, 2009 – Complete Grant and submit summary form
February 16, 2009 – Submit time sheets

A. General Information

Applicant's Name(s) _____

School: _____ Principal/Supervisor's Name _____

B. Program Profile

Grant Title: _____

Subject and/or curriculum area(s): _____
(If program is interdisciplinary, name dominant subject area(s), e.g., interdisciplinary-science.)

Grade(s) in which your program can be implemented: _____

Grant Description: Describe the grant/project you will develop. What is the purpose, implementation and outcomes? How is this project aligned to grade, department, building, or District initiatives? Include information about student participation, outside resources necessary, and the overall value of your proposal. Please be sure to review the previous grants listed in the library.

(Attach additional sheet if necessary.)

How will this grant enhance your work and impact on your instructional program?

New Grant _____ Adapted Grant _____ (Who credited the original grant) _____

C. Budget

If awarded a grant, what product would result? *Please check.*

instructional guide curriculum guide lesson plans list of outside resources course outline
 bibliography list of basic materials student work publications
 electronic products, such as Webquest, websites, on-line references, etc. (samples)
 audiovisuals _____
(Describe)

other _____
(Describe)

D. How will the grant be shared within your building and/or throughout the district.

Supplies and Materials

Please list and indicate approximate cost for materials and supplies to be purchased for this program. Remember that this must be no more than half the total amount requested.

<i>Item and Description</i>	<i>Approximate Cost</i>
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

****Upon approval of the Mini-Grant, a typed request for supplies must be submitted and approved before spending money on materials.***

Professional Development Time

List the number of hours of time for you or team to plan the project and to develop materials.

Total number of hours ___ for you and/or team x \$ 35.90 (negotiated contractual rate) = \$_____.

****Upon completion of the approved Mini-Grant, a Claim Invoice for your time must be submitted.***

Mini-Grant Total \$_____ (Total amount should not exceed \$500 unless unique circumstances exist).

E. Are you willing to visit other schools in the District to share information/your program with other staff members?
___ yes ___no

F. Skill Areas

What cognitive skills would be developed?

What affective behaviors/attitudes would be changed?

G. Evaluation

What measurements and/or evaluation procedures will be used to document the outcomes? Explain.

Signature of Applicant

Date

PLEASE RETURN COMPLETED APPLICATIONS TO: Karen Hogdahl, Lynn Gorey's Office

Revised: July, 2008

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Mini-Grant Application

SPRING 2009

Application Submission Dates:

April 13, 2009 – Submit Mini-Grant Application
May 4, 2009 – PDC will respond to application
June 26, 2009 – Submit typed requisition for supplies
September 14, 2009 – Complete Grant and submit summary form
September 14, 2009 – Submit time sheets

A. General Information

Applicant's Name(s) _____

School: _____ Principal/Supervisor's Name _____

B. Program Profile

Grant Title: _____

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If awarded a grant, what product would result? *Please check.*

instructional guide curriculum guide lesson plans list of outside resources course outline
 bibliography list of basic materials student work publications
 electronic products, such as Webquest, websites, on-line references, etc. (samples)
 audiovisuals _____
(Describe)
 other _____
(Describe)

D. How will the grant be shared within your building and/or throughout the district.

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<i>Item and Description</i>	<i>Approximate Cost</i>
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_____	_____
_____	_____
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Total	_____

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What affective behaviors/attitudes would be changed?

G. Evaluation

What measurements and/or evaluation procedures will be used to document the outcomes? Explain.

Signature of Applicant

Date

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Professional Development Mini-Grant Summary
Fall 2008

TO: Lynn Gorey

FROM: _____

Please complete this summary form AFTER project has been completed and submit it to Lynn Gorey's Office with your Time Sheet for time allotted to your project by February 16, 2009. Any submissions after this date will NOT be honored.

I. TITLE/TOPIC:

II. PROJECT SUMMARY:

III. ASSESSMENT/EVALUATION:

Attach Curriculum Guide, etc.

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

Professional Development Mini-Grant Summary
Spring 2009

TO: Lynn Gorey

FROM: _____

Please complete this summary form AFTER project has been completed and submit it to Lynn Gorey's Office with your Time Sheet for time allotted to your project by September 14, 2009. Any submissions after this date will NOT be honored.

I. TITLE/TOPIC:

II. PROJECT SUMMARY:

III. ASSESSMENT/EVALUATION:

Attach Curriculum Guide, etc.

