

# MINI-GRANT 2007 - 2008

## PROPOSAL PACKETS

### A. DEFINITION

Mini-Grant funds are made available as a result of the BUP 1998 negotiated contract. As of January 1st, 1997, BUE is referred to as BUP, BOCES United Professionals. Therefore any Mini-Grant participant must be a unit member.

Mini-Grants are intended to offer individual staff members, or groups of staff members, an opportunity to secure salary stipends so that they may plan for change, or develop experimental programs. These grants must be accomplished outside the normal day and be in addition to expected job responsibilities. The grant must bring about some measurable result for the population for which the grant is intended. The grant is to reflect the goals and philosophy of the Board of Cooperative Educational Services.

Writers of completed mini-grants will be expected to participate in a "Mini-Grant Expo" (during the Spring) following completion of their mini-grant. The purpose of the Mini-Grant fair will be for showcasing the work of grant writers.

Some ideas that might be eligible for Mini-Grant funds include, but are not limited to:

- a. Research
- b. In-service planning and development
- c. Development of supplemental instructional materials
- d. Public relations activities and/or projects
- e. Pilot projects
- f. Writing of "outside" grant proposals
- g. Enhancements/updates of previously funded projects

### B. GUIDELINES

These are the areas that the committee will consider when reviewing proposals for funding.

1. The number of students and/or staff that benefit from the project should be as great as possible.
2. Both individual and group projects will be considered.
3. Grants cover stipends to grant participants. Mini-Grant funds do not cover the following expenses: transportation, typing, data entry, materials, copying. These funds must be secured from other sources such as regular BOCES budget or funding from another agency. **The signature of each participant's supervisor on the proposal cover sheet will indicate evidence of administrative support for these activities.**
4. The current stipends are \$28.00 per hour for professional staff and \$18.00 for associate teachers. Rates are subject to contractual changes.
5. If a portion of the Mini-Grant results in an experimental program to be implemented during the regular classroom/school time, funds will be available only for the planning stage, not implementation.
6. There should be evidence of the project's relationship to curriculum/programs.
7. The participation of a consultant must be documented in the summary of the completed grant.

8. Proposals submitted will consist primarily of **original materials** and/or concepts. Any intent to duplicate published materials must be stated in the objectives of the grant proposal and must not exceed 33% of the completed grant. If the primary objective is to compile materials from several sources, an exception may be made. However, this objective must be clearly stated in the grant proposal. Appendices of supplementary materials may be added to a grant, but major portions must be original.

9. All sources used in the completion of the grant must be listed in a BIBLIOGRAPHY in compliance with copyright laws. Such documentation will also assist those using grant materials in the future.

10. All grant proposals must contain the following sections.

I. Educational Need

II. Mini-Grant Objectives in behavioral terms

example: The Mini-Grant participant will:

1. review articles, books, etc. on dyslexia

III. Completed Mini-Grant Objectives

example: The completed grant will contain

1. Bibliography of articles read/reviewed on dyslexia

IV. Description

- How the Mini-Grant will be completed (Including materials and activities)

- How the completed Mini-Grant will be utilized (Including numbers of students and/or staff who could benefit from the use the Mini-Grant)

V. Method of Evaluation

- State how you will evaluate your Mini-Grant (i.e.: checklist, surveys, pre and post evaluation, etc.)

## C. PROPOSAL CHECKLIST AND PROCEDURES

### 1. Supervisor Approval & Acceptance:

All participants will provide supervisors with a copy of proposal and obtain signatures on the proposal cover sheet. Cover sheets are now available electronically. In this way, proposal can be word-processed instead of typed.

### 2. Mini Grant Proposal Review:

All grant proposals are to be **reviewed and signed by a Mini-Grant Member** and your supervisor prior to submission. (See cover attachment)

### 3. Mini Grant Proposal Submission:

Signed proposals are to be turned in to Sue Wyand (EMCC/Rush campus) or Ginny Singer (Instructional Specialist Office- Q-9) **on or before May 29, 2007.**

Note: Mini-Grant proposals can be submitted any time during the school year.

However it is not guaranteed that funds will be available after the initial round of grant proposals are reviewed and approved. Budgetary and time restrictions may limit funding for proposals submitted after an **April 4, 2008 deadline.**

### 4. Mini Grant Proposal :

A - The proposal is **not to exceed** two typewritten pages, in addition to the cover sheets.

B - Grant proposals are to address all points on the cover sheet in the order presented.

(See Cover Sheet or Guideline Item Number 10)

**5. Mini Grant Proposal Notification:**

After the Committee has reviewed all proposals, participants will be notified by letter of the Committee's decision (approve, clarify, reject). If the Committee needs any clarification, participants will be given an opportunity, either in person or in writing, to do so.

**6. Mini Grant Participant Obligations:**

If the grant participants find that they are unable to complete their project for any reason (i.e. Proposed project is already in existence, extenuating personal circumstances) the Committee Chairperson must be notified immediately. The unused funds can then be reverted to the committee and made available for new grant proposals.

**7. Changes to Mini Grant Proposal:**

Mini-Grant Committee **must be notified** in order to approve of any changes to the approved proposal such as the scope of the proposal, the participants or allocation of hours. Total grant stipend may not be increased.

**8. Stipend Dispersement: (NOTE CHANGE)**

Participants will be able to submit time sheets **for up to 30%** of their total allotment. The **final 70% will be released upon completion of the grant and subsequent Committee approval.** Each individual submits a time sheet, including the Mini-Grant number to Sue Wyand or Ginny Singer for processing by the Business Office. Delays will occur if Mini-Grant number is not included on time sheet.

**9. Completed Grants:**

Completed grants must be submitted by May 30<sup>th</sup>, 2008

To have a Mini-Grant member review a proposal, please contact any of the following Mini-Grant members: All of the extensions originate at the Foreman Center at 377-4660.

Sue Wyand x 7249 -EMCC/Rush Campus  
Shirley Roat x 7220-Creekside/Speech  
Ginny Singer 383-6649 Dist Based/Creekside  
Bonnie Jaynes Masiuk - 586-1850 ext. 265/ Admin.  
Judy VanBortel x 3640- P.E  
Eric DiGiulio 383-6694 EMCC

Ryanna Allen-Support Services 383-6648  
Ginny Boss x 7139- AHS  
Ginny Gorski Teacher Center 249-7021  
Sharyn Leahy 385-3170 Morgan/Bird  
Sean Reinhardt District Based