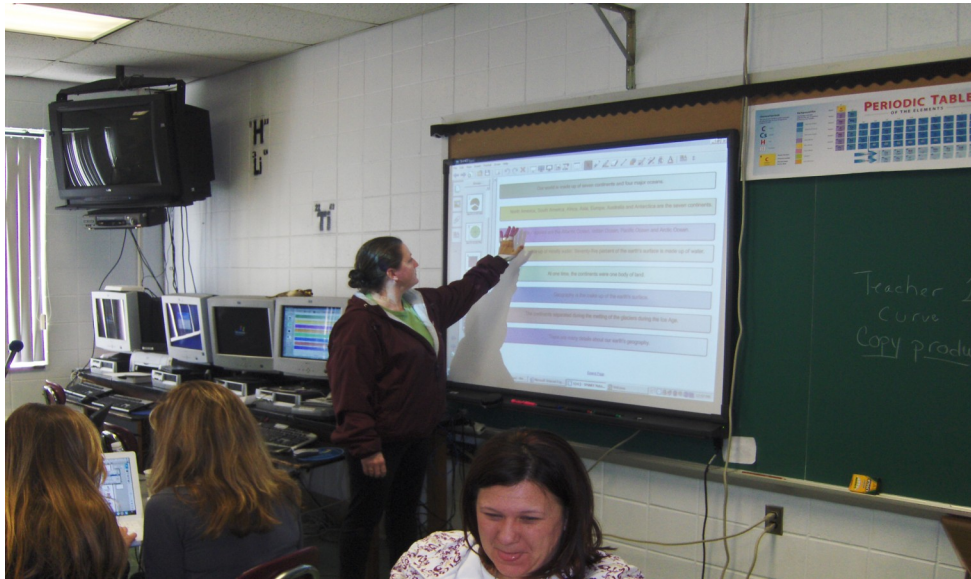


# MINI - GRANT APPLICATION



## Peconic Teacher Center

141 Narrow Lane  
Southampton, NY 11968  
631-591-4629

Fax: 631-283-1905

Email: [viwilliams@southamptonschools.org](mailto:viwilliams@southamptonschools.org)

Website: [www.peconicteachercenter.org](http://www.peconicteachercenter.org)

# PECONIC TEACHER CENTER

## APPLYING FOR A MINI-GRANT APPLICATION

The purpose of Mini Grant Applications is to support excellent staff development activities which, in addition to contributing to the professional growth of the staff members participating, will significantly enrich the school/program, and/or are unique or extraordinary.

### How should these funds be used?

The following are suggested types of activities that might lend themselves to the kind of professional and personal growth the Mini Grant Application supports:

- **Collaboration**

Collaboration within schools, or with colleges, universities, or corporations to develop new programs or to investigate and solve relevant school problems. These collaborations could include individual or small group mentorships as well as large team projects.

- **Program and/or**

- **Curriculum Development**

Review existing programs/curriculum or development of new models. Develop a special classroom or school project using unique resource materials.

- **Program Presentation, Publication, or Exhibition**

Incentives and opportunities to prepare papers and technological or visual exhibits for presentations at professional conferences.

- **Visitation/Conferences**

Opportunities to visit other programs or attend conferences of relevance to your work or to a new idea being proposed when these are shown to impact on curriculum, instruction, and/or assessment.

- **Individual Development**

The unique proposal not covered in any of the above, but that shows promise for professional and/or career development will be considered here.

### Available Funds

Four thousand five hundred dollars (\$4,500.00) has been allocated to the 2010-2011 Mini-Grant Application. Peconic Teacher Center will fund two (2) Mini Grant Applications per submission deadline; however, it reserves the right to award as many as deemed appropriate for a total of to (6). Each project will provide up to \$750.00.

### Who may apply?

Every staff member is eligible to apply for these funds, either individually or in collaboration with other staff members.

### How do I apply?

Staff members wishing to apply should submit a typewritten or word processed application according to the form on the following pages. Please attach the completed application and other supporting documents to the back of the application form. **Applications must be reviewed and signed by a building administrator.** Submit the original application and two copies by mail or in person to the Peconic Teacher Center, 141 Narrow Lane, Southampton, New York 11968 on or before the deadlines. **The Teacher Center will be happy to provide assistance in writing proposals. Call us at 631-591-4629.**

### When is it due?

The deadlines for submission are:

- 4:00 p.m., Friday, November 5, 2010
- 4:00 p.m., Friday, February 11, 2011
- 4:00 p.m., Friday, June 3, 2011

### What are criteria for acceptance?

The Special Projects Review Committee will judge the proposal on the following criteria:

1. Clarity of plans, procedures, and timelines,
2. Feasibility of project,
3. Clarity of project evaluation,
4. Potential impact on district curriculum, instruction, and/or assessment,
5. Potential impact on student learning,
6. Potential for use by others
7. Rating Rubric posted on PTC website.

The Special Projects Review Committee may ask you to fill in more details about your proposal. Final decisions on the proposal will be made approximately one week after submission deadlines.

**New York State Learning Standards  
Students will demonstrate the knowledge  
and skills necessary for:**

- \*Maintaining Personal Health and Fitness
- \*Maintaining a Safe and Healthy Environment
- \*Managing Personal and Community Resources
- \*\*\*\*\*
- \*Reading, Writing, Listening, and Speaking for Information and Understanding
- \*Reading, Writing, Listening, and Speaking for Literary Response and Expression
- \*Reading, Writing, Listening, and Speaking for Critical Analysis and Evaluation
- \*Reading, Writing, Listening and speaking for Social Interaction
- \*\*\*\*\*
- \*Using a Language Other Than English for communication

- Developing Cross-Cultural Skills and Understandings
- \*\*\*\*\*
- \*Using Mathematical Analysis, Scientific Inquiry, and Engineering Design
- \*Managing Information Systems
- \*Understanding and Applying Mathematical Concepts and Principles and Solving Problems through Integrated Study
- \*Understanding and Applying Scientific Concepts, Principles and Theories
- \*Understanding and Applying Technological Concepts and Principles
- \*Understanding and Applying Common Themes Across Mathematics, Science and Technology
- \*Interdisciplinary Learning
- \*\*\*\*\*
- \*Creating, Performing, and Participating in the Arts

- \*Knowing and Using Arts Materials and Resources
- \*Responding to and Analyzing Works of Art
- \*Understanding Cultural Dimensions and Contributions of the Arts
- \*\*\*\*\*
- \*Understanding the History of the United States and New York State
- \*Understanding World History
- \*Understanding the Geography of the Interdependent World
- \*Understanding economics
- \*Understanding Civics, Citizenship, and Government
- \*\*\*\*\*
- \*Planning a Career
- \*Applying Academic Learning in the Work place
- \*Developing Universal Foundation Skills
- \*Pursuing Career Options

*Please make sure that you complete all information requested. Call Peconic Teacher Center if you have any questions at 631-591-4629.*

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

**Building/District:** \_\_\_\_\_ **Home Telephone:** \_\_\_\_\_

**Building Position:** \_\_\_\_\_ **School Telephone:** \_\_\_\_\_

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

**1. Project description.**

**2. Statement of Need: Brief description of why you feel this project is worthwhile to your students.**

**3. Project Objectives: List specific goals that you would like to reach in this project.**

**4. Learning Standards: How standards relate to this project.**

**5. Project Activities: List and describe the specific activities that you and/or the students will engage in.**

**6. List steps to be used in implementing your project.**

**7. Timeline for your work with project completion date.**

**8. Describe the anticipated outcomes of your project for each of the following:**

**a. The applicant(s)**

**b. Your students**

**c. Your department, your building, and/or your district.**

**9. Indicate how you will evaluate the effectiveness of your project.**

**10. Indicate suggestions for sharing your project.**

**11. Estimated Expenses:**

**Books** \_\_\_\_\_

**Supplies** \_\_\_\_\_

**Materials** \_\_\_\_\_

**Equipment** \_\_\_\_\_

**Time** \_\_\_\_\_

**Tuition/Registration** \_\_\_\_\_

**Transportation** \_\_\_\_\_

**Lodging** \_\_\_\_\_

**Meals** \_\_\_\_\_

**Other** \_\_\_\_\_

**Total Amount Requested** \_\_\_\_\_

*Reminder: books, equipment, videotapes, computer programs, etc. become the property of Peconic Teacher Center.*

**For additional information contact the Teacher Center at 631-591-4629 or contact your Teacher Center Building Associate.**

**Please Note:**

At the completion of your Mini-Grant Application, you are required to submit a summary statement describing the following:

- a. Connection to New York State Learning Standards,
- b. Impact on curriculum, instruction, and/or assessment,
- c. Impact on student learning,
- d. How the project was shared with colleagues,
- e. A complete list of materials an/or equipment purchased with grant funds. This will be used for PTC inventory purposes.

In addition, please submit a brief record of your project work in the form of a workshop or conference brochure, slides, photos, videotape, or computer programs as a kind of synopsis or summary to allow Peconic Teacher Center to organize a project archives for potential applicants and teachers in the consortium who might benefit from your research and writing.

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**Applicant's Signature**

**Date**

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**Building Administrator's Signature**

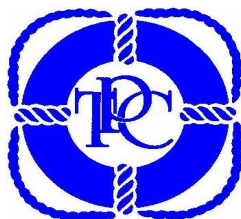
**Date**

*I have reviewed the application of this project.*

***Send the completed, typed and signed original application and two copies to:***

**Peconic Teacher Center  
141 Narrow Lane  
Southampton, NY 11968**

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MINI-GRANT APPLICATION**



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