

**Retirement Council #22  
Mini-Grant Program  
2016-2017**

The RC#22 Mini-grant Program is to provide funding up to \$500 for in-service teachers for the implementation of educational projects for which funding is not available through normal school districts channels. The proposals should result in the improvement of instruction and student learning from Pre-K - 12.

**Grants may be awarded to fund projects with the following purposes:**

- To introduce an innovative method of instruction for students.
- To employ best instructional practices for remediation and /or enrichment.
- To use alternate sites or resources for instruction.
- To create resource materials for the specific instruction of students.
- To replicate a proven instructional project for new students and or collaborations.
- To pilot an experimental but promising project that may not be funded in your district.

**Applications should contain:**

- A professional format
- A clear description of the project
- Goals and/ or objectives
- Alignment with the NYS Standards / Common Core
- An indication of impact on student learning
- A description of assessment methods and tools
- A budget

**Mini-grant applications must be received by  
Dec. 16, 2016.**

**Directions:**

- All applications must be typed. (12 or 14 pt. print)
- Address all items in order.
- Clearly label each item.
- No more than 3 pages excluding cover sheet.

**Send completed application to:**

Barbara Barosa  
8 Robin Hood Lane  
East Setauket, NY 11733  
or [rc22pres@gmail.com](mailto:rc22pres@gmail.com)

**Application contents:**

- I. Complete cover sheet with all required information.
- II. Overview of the Project: State a clear picture of what you will do with this project include time line, number of students, and target audience.
- III. Alignment of the Project with NYS Learning Standards/ Common Core.
- IV. Statement(s) of goals / objectives.
- V. The types of activities the students will engage in during this project.
- VI. Assessment: How will student growth be measured? Types of assessments?
- VII. Outcomes: What will the students be able to do as a result of this project?
- VIII. Budget: List items to be purchased and costs – not to exceed \$500. Grant funds are not intended solely for hardware items.
- IX. Any changes in the grant application must be reported to Barbara Barosa for approval prior to implementation.

**Project Documentation:**

- A visit from members of RC#22 to see the project **must be** scheduled before the end of the project time line.
- After receipt of the check for funding, a copy of all receipts will be sent to **Barbara Barosa 8 Robin Hood Lane East Setauket, NY 11733.**
- If all funds are not used according to the grant application, unused funds will be requested to be returned to RC#22.



**RC#22 Mini-Grant Project Program  
Scoring Rubric  
2015-2016**

**Title of Project:** \_\_\_\_\_  
**Amount Requested:** \_\_\_\_\_

Application Content items	3 points	2 points	1 point
<b>Cover Sheet</b>	All information given	Most information given	Little information given
<b>Overview of the Project</b>	Clearly stated plans; positive impact on students; project is attainable and realistic.	Project is ambiguous; has a positive impact; not enough detail; somewhat realistic and attainable.	Not clearly stated; little positive impact; not realistic or attainable.
<b>Alignment of project: Standards/ Common Core</b>	Fully aligned and developed.	Somewhat aligned and developed.	Little alignment or development.
<b>Goals and Objectives</b>	Objectives/ goals are clearly stated, defined and obtainable.	Objectives/ goals are stated and defined.	Objectives/ goals stated but unclear.
<b>Activities</b>	Clearly stated; are appropriate to the project; have impact on student learning; follow time line.	Stated; appropriate to the project; have some impact on student learning; somewhat follow the time line.	Stated; some activities are appropriate to the project; little impact on student learning; may follow the time line.
<b>Assessment</b>	Clear and effective evaluation process and tools that relate to the project's goals/objectives; Standards / Common Core.	Basic evaluation process and tools are somewhat related to the goals/objectives; Standards/ Common Core.	Unclear evaluation process , tools and their relevance to goals/ objectives; Standards/ Common Core.
<b>Outcomes</b>	Outcomes are clearly stated; correlation to goals/objectives is evident/strong.	Outcomes are included but are vague and somewhat correlated to goals/objectives.	Outcomes are unclear and have little correlation to goals/objectives.
<b>Rationale</b>	Addresses a need consistent with the entire proposal.	Addresses a need somewhat consistent with the entire proposal.	The stated need has little to do with the entire proposal.
<b>Budget</b>	Budget is provided; itemized; total is correct; items reflected in narrative.	Budget is provided; itemized, total correct; some items are not appropriate to the project.	Budget is provided; total correct; some itemization; little correlation to the project.

**Highest Total Score 27**

**Applicant receives \_\_\_\_\_ points.**