

2016-2017 STAFF DEVELOPMENT GRANT REQUEST (Form C – p.1)

REQUEST PROCEDURE:

1. Design your MINI GRANT. Use the information below as a guideline when creating your project.
2. Email your GRANT REQUEST to the your building principal. Building principals will forward requests to the SD committee for review.
3. Deadlines for MINI GRANT requests will be accepted quarterly. The SD Committee will review requests during the October, December, February, and April meetings.
4. **GRANT PROJECT PROPOSALS should include:** (1) Title of the Project (2) Name of Project Coordinator/Contact Person (3) Names of Team Members (4) Anticipated Dates of Project (beginning & ending) (5) Estimated number of days of stipend pay required to complete the project.
5. **PLEASE NOTE: FINAL DOCUMENTATION needs to be easily transferred to other teachers and curriculum areas.** i.e. syllabus, curriculum map, standards correlation, lesson plan, technology activity, etc...

Rationale for Requesting Funds

1. How and when did the idea for the project come about?
2. What baseline data/rationale supports this?

Description of the Project

1. What is the target group?
2. What do you want to accomplish with this project?
3. What types of activities and resources will be used?
4. How does this project relate to the District Plan Outcomes and/or Target Areas as listed on p. 3 of the district Staff Development Plan?
5. What are the anticipated outcomes of the project?
6. Does this project relate to your current IGDP?

Steps in Implementing the Plan

1. What are the action steps the project will take to bring about the desired outcomes?
2. What is your anticipated meeting schedule?
3. How will you document work within your project?

Project Resources

1. What special resources, materials, or equipment are available or needed for the project to work?
2. How many days of stipend pay will be required to complete the project?

Evaluation Plan

1. How will you know if your project is successful?
2. What tools will you use to evaluation your success?
3. What written documentation will be provided to demonstrate accomplishment of the project?

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FINAL SUMMARY & EVALUATION PROCEDURE:

1. Complete & then email (**to your building principal**) the “FINAL DOCUMENTATION”. This is your syllabus, curriculum map, standards correlation, lesson plan, technology activity, etc...
2. The SD committee will review & then approve stipend pay for work completed. Stipend rates are: \$175/full day or \$25/hour.
3. SD Chairperson will forward stipend paperwork to district offices.

FINAL DOCUMENT TITLE PAGE should include:

1. Title of Project
2. Project Coordinator/Contact Person
3. Team Member Names
4. Dates of Project (beginning and ending)
5. Estimated Stipend Expenses/Person
6. Total Project Stipend Expense
7. Other Expenses
8. Total Grant Expense
9. Project Coordinator Signature & date

FINAL DOCUMENT SUMMARY should answer the following questions:

1. Describe your situation prior to starting this project.
2. What steps did you take to reach desired outcomes?
3. What are the results of your project?
4. How do the project outcomes relate to your expectations when developing the project?
5. What changes, if any, would you make in this project?
6. What did you learn from this project (about yourself, your students, evaluation techniques, data gathering, planning and/or implementing similar projects)?