



Valley Stream Teacher Resource Center
 Memorial Jr. High School
 Room 51
 Phone (561) 561-1492 Fax (516) 561-1411



2008-2009 MINI-GRANT APPLICATION
Cover Page

Please type or print in black ink, all sections of this application. Incomplete proposals will be returned.

Name: _____ **Date:** _____
School: _____ **School Phone #:** _____
E-mail: _____ **Additional Contact #:** _____

Name of Project: _____

Content Areas of Project: _____
Grade level of targeted students: _____
Number of students: _____

NY Learning Standards Addressed: (specify)

Names of teachers involved in project: [Please print name(s)]

Total TC funds requested: \$ _____

Principal _____
 Signature

Superintendent _____
 Signature

•••A rubric for scoring is attached to assist you in preparing your proposal. •••

Please attach your proposal to this form and submit to the Valley Stream Teacher Resource Center.

PROPOSALS MUST INCLUDE THE FOLLOWING:

- STATEMENT OF PURPOSE
- DESCRIPTION OF PROJECT
- GOALS AND EXPECTED OUTCOMES
- EVALUATION
- SIGNATURE OF PRINCIPAL AND SUPERINTENDENT
- BUDGET (REQUIRED ITEMS, SUGGESTED SUPPLIER & ADDRESS, DESCRIPTION OF EACH ITEM, CATALOG NUMBER, AND COST OF EACH ITEM MUST BE LISTED)

Proposals NOT including the above information cannot be considered!

	3 Excellent Proposal Should be fully funded.	2 Good Proposal Should be funded in accordance with available resources.	1 Proposal is incomplete or inappropriate for TC funding.	Score
Statement of Purpose and Rationale	Purpose and need for the proposal is clearly described, thoroughly documented, and fulfills at least one of the purposes of a TC mini-grant.	Proposal's purpose is stated and some evidence of need is provided. The proposal fulfills at least one of the purposes of a TC mini-grant.	Purpose is unclear or does not address a stated purpose of a TC mini-grant.	
Description of Project and Activities	Innovative project with plans, procedures and activities that are well defined and fully explained.	Activities and procedures are defined.	Description is vague or missing. The project is more appropriately underwritten by the district or a group other than the TC	
Goals and expected outcomes	Outcomes are clearly defined, related to the described need and have high potential for positive impact on student learning or professional growth.	Outcomes are enumerated and related to the stated needs.	Outcomes are missing, unclear or not related to the project's purpose.	
Evaluation	Evaluation instruments and procedures are clearly described and relevant to the activities and purpose.	An evaluation process is defined and applicable to the activities and purpose.	An evaluation process is not defined, appears inadequate or is unrelated to the activities purpose.	
Presentation	Complete, professional looking proposal	Complete, neat and understandable	Disorganized, messy or missing required copies	
Budget	Budget is complete and contains all required information. Budget is cost effective and linked to activities and outcomes.	Budget is complete but includes expenditures for equipment.	Budget is missing, lacks required information, or includes expenditures for <i>regular</i> classroom supplies or stipends.	
Applicable to NY Standards and Assessments	Proposed project clearly relates to NY Standards and Assessments.	Proposed project relates to NY Standards and Assessments.	Proposed project is unrelated to NY Standards and Assessments	