



Valley Stream  
Teacher  
Resource Center  
Mini-Grant Guidelines



1. The mini-grant project must benefit members of the consortium districts of the Valley Stream Teacher Resource Center. This may be accomplished by the project being available for duplication by others and/or being presented as a workshop demonstration.
2. Mini-grants are available for projects that enrich, extend or introduce non-standard curriculum. Mini-grants are not awarded to buy supplies for standard curriculum or to buy supplies that exist in reasonable quantities in the building (i.e. VCR, TV, chairs, desks, paper, pens, etc.) The projects must be new and innovative. Awards will not be given to fund projects that are in progress, have been completed, or are eligible for other sources of funding. (See project rubric) Completed grants must be received by Thursday, October 23 at 6PM.
3. Projects must be completed by May 15, 2009.
4. An individual may not be awarded more than one mini-grant per year.
5. The teacher or teachers involved in the mini-grant project must be willing to act as resource people for future workshops, courses, and **be available to display the mini-grant project at the evening "Lights On For Education" in the spring.**
6. The mini-grant will not exceed \$500.00 for each project, all charges included.
7. The grant allocation may cover staff time and/or materials.
  - a) Equipment bought for the mini-grant will become the property of the Teacher Center at the conclusion of the project.
  - b) Continued use of the equipment by the original recipient will be permitted as long as the project is in effect.
8. The application must by typed. The submitted budget must be detailed and itemized.
9. Approval and signature of your building principal and superintendent are required for your application to be considered for funding.
10. The mini-grant recipient must submit a final report (form provided) to the Teacher Center by June 1, 2009.