

# ARLINGTON EDUCATION FOUNDATION

## 2008 Staff Mini-Grant Application

**The purpose of the Staff Mini-Grant Program is to support staff initiatives that will *enhance learning opportunities* for students.**

The Arlington Education Foundation mini-grant program will generally fund proposals up to \$1,000 each.

Any Arlington staff may apply for support from this program.

### **REMINDERS:**

- Your grant proposal must be typed.
- Please secure signature(s) from your building principal(s).
- For more information, contact the Arlington Education Foundation at (845) 486-4450, ext. 156.

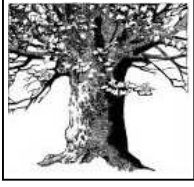
**1. ELIGIBILITY** — All Arlington staff.

**2. PREPARATION OF APPLICATION** — It is suggested that all applicants attend a Grant Help Workshop on February 5, 2008 prior to proposal submission. Come with your draft in hand. Reservations are required. Appointments are available 2:30-4:00. Contact Susan Lesser at [slesser@acsdny.org](mailto:slesser@acsdny.org) for your appointment.

**3. AUTHORIZATION OF APPLICATION** — In order to assure coordination with district and school goals, the building principal of each school that will be involved with the requested project must review and sign the proposal submitted to the Foundation.

**4. APPLICATION PROCEDURES** — Applications for 2008-09 Staff Mini-Grants should be submitted to The Arlington Education Foundation using the form provided. All applications must be received by February 28, 2008.

**5. REVIEW AND SELECTION PROCESS** — All applications will be reviewed by a selection committee of representatives of the Foundation. The selection will be made on the basis of the relative quality of the proposals. Among the criteria considered in evaluating the proposal are: (a) likelihood of the proposed activity enhancing learning opportunities for students; (b) potential number of students targeted; (c) whether the proposal is practical and realistic, as well as creative. Priority may be given to requests that have the potential to be utilized for multiple years, and for new initiatives and additions to already successful programs.



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**6. FINANCIAL PROCEDURES** — The grant recipients may choose to use district purchase orders or may wish to purchase granted items and submit receipts for direct payment. All financial procedures should be discussed with Eileen Scholes at 845-486-4450, ext. 156 prior to purchase. Unused funds will be retained by the Foundation.

**7. FINAL REPORT** — If an activity receives funding, it must be completed by June 30, 2009. Within 30 days following completion of the activity, a brief summary must be submitted to The Foundation, which should describe how the activity has enhanced learning opportunities for students. It should also account for how the funds were expended.

**8. RECOGNITION OF RECIPIENTS OF THE GRANTS** — The Foundation will notify the staff members selected to receive grants, which will be awarded at a meeting of the Board of Education. Local media will be informed of grant projects and given the names of the staff selected to receive the grants.



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- A. **Proposal Narrative:** Read entire packet before responding.  
Attach a **typed** proposal to this application form.  
Do not use your name or your school's name in narrative.  
Proposal narrative should not exceed two (2) pages.

**Please include the following:**

1. State *why* you are interested in conducting this project. You may justify the project by basing it on research, formal or informal statistics, or observations.
2. Describe your project. Who will do what? Be sure to include: (a) Target Population — grade level and # students, (b) Length & Type of Activities, and (c) Project Timeline.
3. List project beneficiaries; describe specific benefits (outcomes) expected.

- B. **Project Abstract:** In the space below, please give a one or two sentence summary of the project for which you are seeking funding.

C. **Funding:**

- (a) Has any part of this proposal received an AEF grant or any other funding in the past? If yes, please provide details.
  
- (b) If this project will need funding beyond the 2008-2009 school year, please state, in the space below, how you plan to fund a continuation of your project.

D. **Proposed Budget** (does not cover salaries or stipends)

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL PROJECT EXPENSES** \$ \_\_\_\_\_

