

Mini-Grant

Frequently Asked Questions

What is the purpose of the Central New York Teaching Center Mini-Grant Program?

The purpose of the Central New York Teaching Center Mini-Grant Program is to provide funding to educators for developing, implementing, and evaluating educational programs in their classroom that make an impact on teaching and learning.

Who is eligible to receive a CNYTC Mini-Grant?

Individual or team grants are available to PreK-12 public and non-public teachers who are employed in the CNYTC consortium. Team grants should consist of a teacher and any combination of the following: administrators, teachers, specialists, teaching assistants, and/or higher education professionals.

Email resource@dreamscape.com for eligibility questions.

What types of Mini-Grants can I apply for?

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|---------------------------------|--|
| <i>Classroom Research Grant</i> | Funding to conduct research in the classroom up to \$1,000/individual or \$2,000/team |
| <i>Creator Grant</i> | Seed money to implement a unique and innovative program up to \$500/individual or \$750/team |
| <i>Literacy Grant</i> | Funding for the development of a literacy initiative in ELA up to \$500/individual or \$750/team |

How many grants may an applicant receive?

An applicant can receive a maximum of **two** *different* types of Mini-Grants.

What if I don't need the maximum amount of funds?

You may apply for amounts less than the maximum limits.

What is the application timeline?

Applications are available **December 15, 2008**. The proposal is due, and must be postmarked, on or before **March 15, 2009**. Proposals received after the postmarked date will not be considered. Written notification of funding status will be made to all applicants in April.

What is the implementation timeline?

Awarded grants must be implemented between July 1, 2009 and June 1, 2010.

How do I apply?

Applications are **only available online**. Go to <http://www.dreamscape.com/cnytc/miniGrants.html> and refer to the chart on the bottom of the page. Under each category are links to the documents that you will need to successfully complete each proposal. Download each document and save it to your computer. Please read each document carefully and follow individual directions. Submitted proposals must include the *Application*, *Checklist*, and *Grant Narrative* to be considered for rating. The proposal is due, and must be postmarked, on or before **March 15, 2009**.

How are CNYTC grants awarded?

The CNYTC grant program is competitive. Each grant is blind scored by three educators and rated using a rubric. Applicants must obtain the pre-determined qualifying score as decided upon by the Policy Board. Grants are then rank ordered and awarded based on the amount of money budgeted by the Policy Board.

Frequently Asked Questions continued...

How may grant funds be used?

Grant funds may be used in the following ways:

- ✓ conference registration – travel, meals and lodging *not* included
- ✓ substitute pay
- ✓ honorariums
- ✓ classroom supplies and materials
- ✓ software and equipment – not to exceed \$100 per item

* Grant funds in excess of \$599 are taxable income. You will receive a 1099 form; keep your receipts.

What are the responsibilities of the grant recipient?

The following is a list of responsibilities of the grant recipient:

- ✓ Sign and return Grant Contract and Claim Form accompanied by a digital photo and grant description.
- ✓ Attend the CNYTC *Awards Ceremony* at LeMoyne College on May 21, 2009.
- ✓ Implement grant as proposed between July 1, 2009 and June 1, 2010.
- ✓ Provide a written description of the program for the CNYTC website by March 15, 2010.
- ✓ Present a display of the program at the *Celebration of Educational Excellence* in March 2010.
- ✓ Submit evaluation and final budget report by May 15, 2010.
- ✓ Provide the CNYTC with proof of dissemination by June 2010.
- ✓ Notify the CNYTC of any changes that deviate from the original proposal.

Is grant writing assistance available?

Grant writing assistance is available until March 5, 2009. It is recommended that you contact the CNYTC with any questions you may have in regards to the submission of your proposal at 492-4896 or email Amy Glassford at resource@dreamscape.com. Individual assistance is available in addition to the CNYTC grant writing workshop on Monday February 2, 2009 at the CNYTC.

A PROPOSAL WILL BE DISQUALIFIED IF THE:

- ✓ Application, checklist or grant narrative is missing.
- ✓ Application or grant narrative is not word processed.
- ✓ The cost of software and equipment is greater than \$100 per item.
- ✓ Grant funds in excess of 50% are used to compensate applicant(s).
- ✓ Grant Narrative is plagiarized.