



# Arlington Education Foundation

## 2010 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 \$1000 each.**

**Any Arlington staff member 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) 486-4460 ext.156

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

**2. PREPARATION OF APPLICATION** — It is suggested that all applicants contact Susan Lesser for Grant Help prior to proposal submission. Contact Susan Lesser at [slesser@acsdny.org](mailto:slesser@acsdny.org) for an appointment during the month of February.

**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 2010-2011 Staff Mini-Grants should be submitted to The Arlington Education Foundation using the form provided. All applications must be received by February 26, 2010.

**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 for requests that have the potential to be utilized for multiple years, and for new initiatives and additions to already successful programs.

**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 MaryBeth Kaminsky 845-486- 4460 ext. 156 prior to purchase. Unused funds will be retained by the Foundation.



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**7. FINAL REPORT** — If an activity receives funding, it must be completed by June 30, 2011. 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 the learning opportunities for students. It should also account for how the funds were expended. Digital pictures are welcome and appreciated.

**8. RECOGNITION OF RECIPIENT OF THE GRANT** — 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 2010-2011 school year, please state, in the space below, how you plan to fund a continuation of your project?





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**F. By affixing my signature, I certify the following (write yes):**

**By affixing my signature, I certify the following (write yes):**

- |       |  |
|-------|--|
| _____ | 1. I have reviewed this proposal with my supervisor(s).  |
| _____ | 2. Completion date of this activity is June 30, 2011.  |
| _____ | 3. Within 30 days following completion, I will submit a summary report of the activity with an accounting of all expenditures. |
| _____ | 4. All the information contained in this application is true and correct.  |

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_



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### IMPORTANT DATES:

#### February 2010: Need Help? Grant Help

Need help with your grant? Susan Lesser will be on hand, by appointment, to help with your proposal. Please contact Susan at [slesser@acsdny.org](mailto:slesser@acsdny.org) to schedule an appointment to review a draft of your proposal.

#### February 26, 2010: Staff Mini-Grant Application Deadline

All Staff Mini-Grant Applications must be received by the Foundation no later February 26, 2010. Applications must be addressed to: Arlington Education Foundation, 696 Dutchess Turnpike, Poughkeepsie, NY 12603.

Please submit your completed application with attached typed proposal narrative to:

**THE ARLINGTON EDUCATION FOUNDATION**  
**Staff Mini-Grant Program**  
696 Dutchess Turnpike  
Poughkeepsie, NY 12603  
(845) 486-4450, ext.156

**DEADLINE FOR SUBMISSION OF APPLICATION IS February 26, 2010**

