

# Erie-Catt Teacher Center 2007-2008 Professional Grant Application

PROFESSIONAL GRANTS UP TO \$3,000



**DEADLINE:** Must be at the Center by 4:00PM, Monday, October 15, 2007.

**2007-2008 Professional Development  
Grant Application**

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Submit Application Form, Checklist,  
Grant Narrative, Program Chart,  
And Budget Summary to:  
Carolyn Kick, Director  
Erie-Catt Teacher Center  
8685 Erie Rd.  
Angola, NY 14006

**DEADLINE: Monday, October 15, 2007**

All applications must be postmarked, faxed or dropped off at Center Office by 5 PM on October 15, 2007.  
If the application is being sent through the BOCES mail, please mail by 10/08.  
Faxed copies must have originals sent as a follow-up.

Type all information. This Application Form must be completed and submitted with the Grant Narrative, Program Chart and Budget Summary. Grant Narrative is limited to **three (3)** 8 1/2 x 11 pages of 10 or 12 point type.

**Contact Person:** \_\_\_\_\_

**District:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **School Phone:** \_\_\_\_\_

**Responsibilities of Grant Recipient:**

1. Submit a written report of grant activities and expenses by July 1, 2008.
2. Submit a Program Profile with a summary of the grant, evaluation of results, and evidence of dissemination by July 1, 2008.
3. Include list of names of educators who participated in the grant activities along with their grade and subject area by July 1, 2008.

**Required Signatures:** Signatures below indicate that the terms and conditions of the Professional Development Grant are understood and that the district will provide support for the project.

**Contact Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Association President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Board Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Profes Devel Grant 07-08.doc33The Erie-Catt Teacher Center  
**Professional Development Grant  
Application Checklist**

You must **initial** each item indicating you have followed the grant program guidelines.

The Application Checklist **must accompany** your grant request, along with the Application Form, Grant Narrative, Program Chart and Budget Summary

**APPLICATION FORM**

- \_\_\_\_\_ All information typed
- \_\_\_\_\_ Contact person identified

**Signatures included:**

- \_\_\_\_\_ Contact person
- \_\_\_\_\_ Building principal
- \_\_\_\_\_ Superintendent
- \_\_\_\_\_ Teacher Association
- \_\_\_\_\_ Policy Board

***Mail completed application  
to:***

***Carolyn Kick, Director  
Erie- Catt Teacher Center  
8685 Erie Rd.  
Angola, NY 14006***

**GRANT NARRATIVE**

- \_\_\_\_\_ Narrative typed
- \_\_\_\_\_ Type size: **10 or 12 point ONLY**
- \_\_\_\_\_ Narrative: No more than three (3) pages
- \_\_\_\_\_ Questions are clearly identified in **bold** before each narrative response
- \_\_\_\_\_ **No identifying references** to individuals, school buildings, or district
- \_\_\_\_\_ Project will be implemented between **December 1, 2007 and June 30, 2008**

Application Guidelines have been followed.  
We have included:

- Application Form
- Completed Checklist
- Grant Narrative
- Program Chart
- Budget Summary Form is Complete & Included

\_\_\_\_\_  
Contact Person's Signature

\_\_\_\_\_  
Date

***Deadline: October 15, 2007***

## **Professional Development Grant**

The Erie-Catt Teacher Center is giving all consortium buildings and districts an opportunity to apply. The focus of this program is to build partnerships between the ECTC and educators and to promote the best practices in teaching and learning. Professional Development Grants are expected to provide on-going professional growth activities on an identified topic.

### **Possible Topics**

Program proposals should be developed around a theme such as early literacy, multiple intelligences, alternative use of time, character education, implementing standards and assessments, integrating technology or other pertinent topics.

### **Use of Funds**

Appropriate use of funds includes:

- Providing courses, workshops or study groups
- Providing print or electronic resources that pertain to the proposed professional development plan
- Conducting research related to the theme
- Providing stipends for development of curriculum materials for dissemination
- Providing a stipend for project coordinator/leader
- Bringing in a consultant as part of a staff development program
- Providing for substitute costs for grant related activities

### **Funding Level**

The Policy Board will determine the maximum number of grants that will be awarded each year. Grants that are funded must receive a minimum average score of 18 points and cannot receive a score of zero on any individual section of the application. (See attached rubric.) The **maximum** amount awarded will be \$3,000 per application. Funds will be disbursed directly to your District Business Office.

### **Preference**

**Preference will be given to those proposals which demonstrate in-kind contributions from the district and to those whose dissemination plan extends beyond the district.**

### **Time line**

Applications submitted by: October 15, 2007 (Postmarked, faxed or hand delivered by 10/15)--if the application is being sent through the BOCES mail, please mail by 10/08 for it to arrive by the deadline.)

Faxed copies must have originals sent as a follow-up.

Grants awarded by: As soon as possible

Project Implementation Dates: December 1, 2007 - June 30, 2008

### **Application Length**

Narrative may not exceed three (3) typewritten pages of 10 or 12-point type plus Program Chart and Budget Summary.

### **Communication with ECTC**

1. Submit a written report of grant activities and expenses by July 1, 2008.
2. Submit a Program Profile summarizing the grant, documenting evaluation results, and showing evidence of dissemination by July 1, 2008.

3. Include list of names of educators who participated in the grant activities along with their grade and subject area by July 1, 2008.

### **Professional Development Grant Narrative**

Grant narrative shall not exceed three (3) typewritten pages of 10 or 12-point type plus the Program Chart, Application Form, Application Checklist and Budget Summary. Include each question in **bold** type before each answer. **Make no references to individuals, school building or district in application narrative.** Be clear and concise in your answers.

1. **Overview of the Proposal:**
  - Identify the theme of the professional development
  - State the goals of the program
  - Address the educational need for the program
  - Describe the population to be served - educators, students, community
2. **Description of Program:**
  - State program objectives
  - Describe the professional growth activities
3. **Impact on Learning:**
  - Explain how this professional development will impact student learning
  - Explain how this professional development will impact teaching
4. **Evaluation Plan:**
  - Describe how this professional development will be evaluated in terms of student performance.
5. **Dissemination Plan:**
  - Describe how the results of this professional development will be shared with other educators
6. **Program Chart:**
  - Summarize professional growth activities
  - Provide timeline
  - Describe method of evaluating the quality and effectiveness of each activity
7. **Budget:**
  - Include a budget narrative that describes all expenditures and relationship of those expenditures to the professional development objectives
  - This grant cannot be used to purchase equipment.
  - Itemize costs supported by grant funds
  - Itemize all in-kind support
  - Include budget form

**Budget Summary**

<b>Expenditure</b>	<b>Grant Funds</b>	<b>In-Kind Support</b>
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**Total**

\$

\$

<b>Professional Growth Activity</b>	<b>Date</b>	<b>Evlauation Plan</b>