**A. DEFINITION**

Mini Grant funds are made available as a result of the BUP 1998, negotiated contract.  **Therefore, any Mini Grant participant must be a unit member of BUP**.

Mini Grants are intended to offer individual staff members, or groups of staff members, an opportunity to secure salary stipends so that they may plan for change or develop experimental programs.  These grants must be accomplished outside the normal day, and in addition to expected job responsibilities.  The grant must bring about some measurable result for the population for which the grant is intended.  The grant is to reflect the goals and philosophy of the Board of Cooperative Educational Services (BOCES).

Some ideas that might be eligible for Mini Grant funds include, but are not limited to:

a.  Research

b.  In-service planning and development

c.  Development of instructional materials

d.  Public relations activities and/or projects

e.  Pilot projects

f.  Writing of "outside" grant proposals

g.  Enhancements/updates of previously funded projects

h.  APPR projects

**B. GUIDELINES**

These are the areas that the committee will consider when reviewing proposals for funding.

1. The number of students and/or staff that benefit from the project should be as great as possible.

1. Both individual and group projects will be considered.
2. Grants cover stipends to grant participants.  Mini Grant funds do not cover the following expenses: transportation, typing, data entry, materials and/or copying.
3. ***As of July 1, 2015*,** the stipends for completed mini grants are $33.00 per hour for professional staff and $23.00 for associate teachers. Rates are subject to contractual changes.  Under Review 6/7/21
4. If a portion of the Mini Grant results in an experimental program to be implemented during the regular classroom/school time, funds will be available only for the planning stage, not implementation.
5. There should be evidence of the project’s relationship to curriculum/programs.

**7.** Proposals submitted will consist primarily of **original materials** and/or concepts.  Any intent to duplicate published materials must be stated in the objectives of the grant proposal and **must not exceed 33% of the completed grant**.  If the primary objective is to compile materials from several sources, an exception may be made.  However, this objective must be clearly stated in the grant proposal. Appendices of supplementary materials may be added to a grant, but major portions must be original.

**8.** All sources used in the completion of the grant must be listed in a BIBLIOGRAPHY or RESOURCE PAGE in compliance with copyright laws.  Such documentation will also assist those using grant materials in the future.

**9.** **Guidelines for mini grants focused on staff learning of educational programs, electronic and/or others:**

**\* We will approve up to 10 hours per staff person to learn educational programs (this is due to the varied times it takes for individuals to understand a program).**

**\* We will require a CONCRETE product that will guide new users on the program.**

**\* We will require lessons or projects that will document the application of the program and its use by others at Monroe One.**

**\* Time approved will depend upon the proposed product.**

**10.** All grant proposals must contain the following sections. (Please write in outline form)

1. Educational Need
2. Mini Grant Objectives in behavioral terms.  Example:  The Mini Grant participant will develop 20 lessons, make supplemental visuals to support curriculum (Please include the actual number), create SMART Board (Please include actual number), etc.

1. Completed Mini Grant Objectives.  Example:  The completed grant will contain 20 lessons plans that utilizes the GANAG format, create visuals to support special subject curriculum, compile digital resources.
2. Description• How the Mini Grant will be completed (Including materials and activities) • How the completed Mini Grant will be utilized (Including numbers of students and/or staff who could benefit from the use the Mini Grant)
3. Method of Evaluation• State how you will evaluate your Mini Grant (i.e.: checklist, surveys, pre and post evaluation, etc.)

•An example of this evaluation must be included.

**C. PROPOSAL CHECKLIST AND PROCEDURES**

**Supervisor forms are no longer required:**

**You may inform your supervisor that you are submitting a proposal, but it is not required**.

**Mini Grant Proposal Review**: All grant proposals are to be **reviewed and signed** **by a Mini-Grant Member**.

**Mini Grant Proposal Submission**:

Cover sheets and proposals for the upcoming school year can be turned in to any committee member at any time up until **April 1st (or the next school day) of that school year.** However, it is not guaranteed that funds will be available after the initial round of grant proposals that are reviewed and approved.  Budgetary restrictions may limit funding.

The Mini Grant Committee may meet during the summer, but it is not guaranteed.  Therefore, the committee will accept cover sheets and proposals for the following school year up to until June 1st (or the next school day) of that school year. Proposals may be accepted after this date but may not be approved until September.

1. **Mini Grant Proposal :**

* The proposal is ***not to exceed*** two typewritten pages, in addition to the cover sheets.
* Grant proposals are to address all points on the proposal document in the order presented.

  (See Guideline Item Number 10)

1. **Mini Grant Proposal Notification:**

After the Committee has reviewed all proposals, participants will be notified by letter of the Committee’s decision (approve, clarify, reject).  If the Committee needs any clarification, participants will be given an opportunity to respond.

1. **Mini Grant Participant Obligations:**

If the grant participants find that they are unable to complete their project for any reason (i.e., proposed project is already in existence, extenuating personal circumstances) the Committee Chairperson must be notified immediately.  The unused funds can then be reverted to the committee and made available for new grant proposals.

1. **Changes to Mini Grant Proposal:**

Mini-Grant Committee **must be notified** in order to approve of any changes to the approved proposal such as the scope of the proposal, the participants or allocation of hours. **Total grant stipend may not be increased.**

**5.  Stipend Disbursement:**

Participants will be able to submit payroll vouchers after the grant has been completed and approved. Payment **will be released upon completion of the grant and subsequent Committee approval**. Each individual participant submits a payroll vouchers through WinCap Web, with the completed Mini-Grant for review and signature. Mistakes will result in a delay in payment.

To have a Mini-Grant member review a proposal, please contact any of the following Mini-Grant members:

Linda Lucey, Chair, Creekside

Elizabeth Fossum, Vice Chair, Lois E. Bird/Morgan

Ryanna Dimick, Treasurer, Clinical Therapy at Harris Building

Samantha Felice, Secretary, Regional Programs and Services (RPS)

Louise Hoare, Member, EMCC

Amy Spindler, Member, EMCC