

## ST. LAWRENCE VALLEY TEACHERS' LEARNING



Satterlee Hall 106, SUNY Potsdam,  
44 Pierrepoint Avenue, Potsdam, NY 13676  
Phone 315-267-3411 Fax 315-267-2531  
www.teacherslearningcenter.org

---

### ST. LAWRENCE VALLEY TEACHERS' LEARNING CENTER EXCELLENCE IN EDUCATION GRANT

Application must be received at the Center	October 31
Grant Awards announced	November 30
Final Projects at Center	June 30

---

#### ***What is the SLVTLC Excellence in Education Grant?***

The St. Lawrence Valley Teachers' Learning Center Grant provides funding to educators who develop activities which improve learning and teaching while utilizing nonconventional, innovative techniques.

The SLVTLC Grant is open to any school teacher served by the SLVTLC Grant.

#### ***Awards:***

- Will cover costs of professional time at a rate of \$40 per hour when project is being developed.
- Will also cover minimal copy and printing costs that are essential to the development of the project.
- **Cannot** be applied to substitute teacher pay, field trip transportation, text/trade books, audio visual or computer hardware and other supplies. It is the personal choice of the award recipients to choose to use part or all of their allocation for their professional time to purchase supplies but those supplies should not be listed in the application.

#### ***Funding is available for:***

- Individual awards for cost of the program, from a minimum of \$200 to a maximum of \$2,000;
- Team awards of up to \$3,000 (team awards are divided equally among all members; teams must designate a coordinator and submit required documentation);
- Collaborative awards of up to \$3,000 (collaborative awards are meant to unite SLVTLC funding with that of other organizations; a teacher must serve as coordinator and a budget proposal must clearly outline the contribution of each participating organization).

#### ***What types of projects may be proposed?***

Projects may pertain to any education topic or discipline.

1. Curriculum or Instructional Design — projects which develop creative curriculum and/or instructional design for the classroom.
2. Instructional Strategies — projects which develop strategies for instruction.
3. Self-Selected Projects — projects which address a specific issue or subject a teacher would like to explore.
4. Technology Integration — projects which use technology to support classroom teaching.
5. Teacher Inquiry — projects which support a question of real and relevant classroom concerns involving data collection and interpretation on a particular issue in a teacher's own classroom.

### ***How are proposals rated?***

A committee of educators evaluates each proposal. The raters do not know the identity and school district or locale of the applicants. Projects are rated according to the SLVTLC Grant Rubric. The SLVTLC Policy Board screens all rated applications and retains authority to grant final approval. Applicants who have not completed prior projects as per requirements will be disqualified from participation in subsequent grant rounds until project is completed and received by the Center.

### ***What are my obligations for completion of a grant project?***

Projects must be completed no later than June 30 of the year they are awarded. At that time two copies of the project must be on file at the SLVTLC office. The project must be presented in a professional format which is usable to others, and may include PowerPoint presentations, video, and/or student work.

For projects which lend themselves to training, teachers may choose to develop and present workshops for the SLVTLC in lieu of filing projects with the office. The number of workshop hours will be based upon the amount of funding awarded. This option must be outlined in the original grant proposal, item 6.

### ***End of Project Final Report***

The following information may be typed or word-processed:

- Title of project
- Recipient(s) name(s)
- Contact Person
- School/School Address
- School phone number (for contact person)
- Home Address (of contact person)
- Fax number
- E-mail Address

***Address the following sections*** — you may include references to your district, school and people in this report:

- Briefly summarize your project and its implementation.
- Indicate the target population of students and/or teachers addressed (i.e., subject, grade level, special populations, etc.)
- Approximately how many students and/or teachers were impacted as a result of this project?
- Include student work or attach samples as evidence or to illustrate the impact.
- Describe successful outcomes and any objectives that were not met.
- What improvements/changes would you make if you were to implement this program again?

Failure to comply with the Excellence in Education Grant deadlines and procedures will jeopardize your chance of future funding. Send the final report with your completed project by June 30 to the St. Lawrence Valley Teachers' Learning Center, 106 Satterlee Hall, SUNY Potsdam, 44 Pierrepoint Avenue, Potsdam, New York 13676.

## St. Lawrence Valley Grant Proposal Narrative and Rubric

*Refer to the Rating Rubric for guidance as scoring for items is weighted.  
Avoid mentioning school name or teacher names in the narrative.*

1. Provide evidence for the **need for the project**.
2. Describe the **project design**.
3. Describe the sequence of activities (**timeline**) for the project.
4. Describe how the project's effectiveness will be **assessed**, in terms of student outcomes and teacher impact.
5. Include a **budget** with a narrative, explaining each item, linking proposed expenditures to project activities, and listing a breakdown of hours and costs. (Any equipment costing more than \$100 purchased with grant money is the property of NYS and must be housed at the Teacher Center.)
6. Tell how your project can be **adapted** for use in other educational settings.

### Rating Rubric

	<b>0 points</b>	<b>1 point</b>	<b>2 points</b>	<b>3 points</b>
<b>Rationale</b> (score x2)	Duplicated a previously funded grant	Provides evidence of isolated need	Describes widespread need	Provides evidence of compelling need
<b>Design</b> (score x3)	Design unclear	Adequate design details	Thorough design details	Creative and innovative design with full details
<b>Timeline</b> (score x1)	Fails to identify sequence of activities	Is unclear or unrealistic in showing how time and resources move the project to completion	Provides a realistic plan showing how time and resources are used to complete the project	Provides a clear, realistic plan, including benchmark activities showing how time and resources are used to complete the project
<b>Assessment</b> (score x2)	Does not include assessment activities	Includes some components which provide assessments of project effectiveness and/or student learning	Includes adequate components of project effectiveness and/or student learning	Includes components providing exemplary assessment of project effectiveness and/or student learning
<b>Budget</b>	Either inflated or inadequate	Substitutions recommended for some materials in project	Expenses essential to project	
<b>Final Project</b> (score x2)	Does not indicate how the final project has potential use for other teachers in other settings and/or is not useful for others	Indicates limited potential for use by other teachers	Useful for some teachers in other school settings	Has the potential for use by many teachers in many other school settings

# St. Lawrence Valley Teachers' Learning Center Excellence in Education Grant

## Application Form

Project Title \_\_\_\_\_

Briefly describe the contents and format of the final project or presentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Category (circle one)    Individual    Team    Collaborative

If team or collaborative, list other applicants:

\_\_\_\_\_

Your role in the proposed grant \_\_\_\_\_

Your role in education (subject/grade level) \_\_\_\_\_

Name \_\_\_\_\_ Phone (home) \_\_\_\_\_

Home Address \_\_\_\_\_ E-mail \_\_\_\_\_

School District \_\_\_\_\_ Phone \_\_\_\_\_

School Building and Address \_\_\_\_\_

Principal's Name and Address \_\_\_\_\_

Superintendent's Name and Address \_\_\_\_\_

Union President's Name and Address \_\_\_\_\_

*I understand that it is my obligation to meet all Teacher Center deadlines in a manner consistent with collective bargaining agreements and district policies where applicable. I have discussed the implications of this proposal with district staff members who may be affected, including colleagues and administrators. I understand that I will be required to submit two copies of the final project or present a workshop for the St. Lawrence Valley Teachers' Learning Center. I understand that the award shall be at the discretion of the St. Lawrence Valley Teachers' Learning Center Policy Board.*

Signature \_\_\_\_\_ Date \_\_\_\_\_