

Schalmont IDEA Grant

A JOINT VENTURE IN INNOVATION

Schalmont Teachers' Association/Schalmont Central School District

Administrative Procedures and Guidelines

**Submit eight (8) copies of your grant proposal narrative and budget sheet to
IDEA Grant Chairperson**

A. Eligibility/Application

- All members of the bargaining unit are eligible to apply for a grant. No more than one grant will be awarded to an individual during each school year. Members of the IDEA Committee may not apply for a grant while serving on the committee. Grant recipients who do not successfully complete their IDEA Grant as per the IDEA Grant application procedures and guidelines are not eligible for any future grants.
- Faculty members will be notified of the commencement of each application period. Applications will be available from any IDEA Grant Committee member or from the STA website (www.schalmontta.org).
- An applicant's proposal must be in a narrative form and must include titles for each of eight sections listed on the application form. Please limit narrative to no more than three pages excluding the budget sheet.
- Please submit eight (8) copies of your grant proposal narrative and budget sheet the IDEA Grant Chairperson, Kelly Healy, at the Middle School. The first page of your proposal should be your application form followed by your narrative and finally by the budget outline. All applications must include the teacher's assignment, building, and the target audience of the proposal.
- All deadlines will be strictly enforced. Incomplete or late applications will be returned to the applicant.

B. Interview/Selection

- All applicants will participate in an interview with the IDEA Committee. The interview will be scheduled approximately one week after the submission date.
- Each proposal will be analyzed and evaluated by the IDEA committee. An award will be made based on its adherence to the IDEA Grant philosophy and guidelines as well as the interview. Proposals that are deemed to be a part of an applicant's professional responsibilities will not receive funding. If needed, a point scoring system will be used to determine if a grant will be awarded. Awards will be based on a total point scale of 100. Project proposals must have a score of 80 points or more to be eligible to receive grant funding.
- Recipients of grants shall receive a grant award letter from the IDEA Grant Committee. The committee may suggest modifications in the proposal. The recipient has the right to refuse the modified version. Those applicants whose proposals were not approved will also receive a letter from the committee. All grant applications not being funded will be returned to the applicant for possible re-submission during a later funding period.
- Each recipient will be required to sign a contract. The contract contains the due date for completion of the grant and identifies the necessary items that need to be completed and submitted to the committee chairperson.

C. Fiscal Procedures

- The committee can award grants for any amount. Awards will be based on the proposal rather than the number of participants. Partial funding is possible.
- Once an application is approved, the Schalmont Business Administrator will be notified and given a copy of the approved budget. The business office will verify your salary projections based on 1/200th of your annual salary. IDEA Grant salary will be disbursed upon the successful completion of the project and submission of a time sheet. Money for supplies and other expenditures will be allocated through purchase orders. Each recipient will receive a budget implementation procedures form to further explain the details of implementing his or her budget.
- Material and equipment funded through the IDEA Grant is the property of the school district. Grant money is not intended to be allocated expressly for the purchase of equipment, materials and one-time student activities. Student travel/transportation will not be funded by the grant.
- Once the committee has determined that a project has been successfully completed, the Business Administrator will be notified and any salaries associated with the grant will be released.
- If there is money remaining after grants have been awarded in the two designated funding periods, then subsequent funding periods can be created during the second semester.

D. Project Completion

- Upon completion of a project, all items listed on a recipient's contract must be submitted as a complete package to the IDEA Grant Chairperson. Incomplete packages will be returned. Each project will be evaluated to determine if all objectives have been achieved. A project is considered to be finished when all grant objectives have been successfully completed. The committee maintains the right to refuse funding for projects that have not been successfully completed.
- Under extenuating circumstances, applicants who cannot complete the project by its due date may apply in writing to the committee for an extension or a release from their contractual commitment. The committee reserves the right to approve or deny the request.

E. Project Dissemination

- Recipients are encouraged to participate in meetings, workshops and staff development days to share their projects.
- Recipients may be asked to write a brief news article for union, district, or community publications.
- If an applicant indicates that an in-service workshop will be presented as a part of his or her proposal, a survey of teachers must be done to show that there is adequate interest in attending the workshop. A minimum of 12 people must be willing to participate. This information must be included in the grant application.

F. Miscellaneous

- The IDEA Grant Committee will annually review and adjust the application and guidelines. The Schalmont Teachers' Association and the Schalmont Central School District must mutually agree to changes.

**Submit eight (8) copies of your grant proposal narrative and budget sheet to
Kelly Healy, IDEA Grant Chairperson.**
(Keep a copy for your records)

Questions?
Contact Kelly Healy at the Middle School

