

Region VI

Association of California School Administrators

August 17, 2009

Dear ACSA Member:

Do you have an idea for an innovative project that you would carry out if you only had some additional money? Would \$1,000 help? If so, apply for the Region VI ACSA Mini-Grant.

The parameters for these grants are very broad so that administrators can try their most creative ideas. Mini-grants are intended to encourage innovative projects addressing any school/student/staff need. The application process is simple. Just fill out the cover sheet and write a narrative addressing the seven components listed on page two of this form.

Return the application by February 19, 2010 to:

Cyril Bonanno
517 St. Mary St.
Pleasanton, CA 94566

If you have any questions, please call me at 925-216-9430.

Sincerely,

Bob Giannini
Region 6 Executive

Attachment: Application Form

**Region VI
Association of California
School Administrators**

Announces

**Mini-Grants For
Instructional Leadership**

TO: ACSA Members

- Three \$1,000 grants will be awarded for the year 2008-09
- Mini-grants are intended to encourage innovative projects addressing any school/student/staff need.

Deadline for applications February 20, 2009

Announcement of awards April 2009

Project completed, funds spent, and evaluation
report submitted to Grants Committee June 30, 2010

Requirements:

1. Applicant must be a member Region VI and State ACSA.
2. One typewritten original application and three (3) copies sent to:

Cyril Bonanno
517 St Mary St.
Pleasanton, CA. 94566

3. Written evaluation submitted to the Grant Committee June 30, 2010

(One grant per ACSA member)

Region VI, ACSA
MINI-GRANT APPLICATION

Cover page

Name of ACSA Member _____

School Name _____

School District _____

School Address _____

Phone __ (____) _____

Member's signature

Superintendent's signature

Directions:

1. Use this page as the cover sheet of your application.
2. Attach two (2) pages, double-spaced, explaining need, objectives, activities, and evaluation method as described on page 2.

Rating Criteria

1. Significance in relation to major education reforms
2. Creativity
3. Administrative involvement
4. Clarity and completeness

Budget
(not to
exceed \$1,000)

Textbooks/ other books _____

Supplies _____

Consultants _____

Pupil transportation _____

Capitol outlay _____

Teacher substitutes _____

Other _____

TOTAL _____

APPLICATION FORMAT

(No more than two pages, double spaced)

A. NEED

How many students/staff will be helped?

What site/district need will be fulfilled?

B. OBJECTIVES OF YOUR PROPOSAL

What will be done and how will the objectives be met?

What outcomes are desired?

What are the administrative commitments?

How does this project supplement existing programs?

C. ACTIVITIES

What will the administration be expected to do?

How will staff members be involved?

Will students participate directly?

D. MONITORING AND EVALUATION

Who will be responsible for evaluating the proposal?

When will monitoring and evaluation take place?

What instruments or processes will be used to measure attainment of objectives?

E. RATIONALE

What makes this proposal unique to your district/school?

How is it an imaginative solution to a problem?

How will the proposal improve learning?

F. TIMELINE

Who will do what by when?

G. BUDGET

What specifically needs to be funded?

Will there be other sources of funding? Please list.