

New Mini-Grant Proposals Wanted!

Develop Effective Adult Education Materials and Teaching Methods to Share with Colleagues

The Bureau of Adult Education is seeking proposals from practitioners in New Hampshire adult education programs for mini-grants up to \$650 to...

- Develop effective materials and methods to use with your own students, and
- Provide written and electronic copies of materials and/or descriptions of methods to share with other teachers

We are especially interested in the following areas (but open to all proposals.)

- English for Speakers of Other Languages—curriculum and materials that are effective in helping beginning ESOL learners improve communication related to health care and/or community participation.
- English for Speakers of Other Languages—activities and materials that are effective in helping beginners and intermediates improve reading and writing skills
- English for Speakers of Other Languages—a curriculum to help advanced ESOL students prepare for success on the GED tests and/or for transition to college.
- Activities related to use of the Model Lessons in the "big green binders," including extensions of specific lessons and/or plans to incorporate model lessons into your curriculum and to relate them to improvement of basic reading, writing, and math skills and to GED preparation.
- Activities and approaches that are effective in motivating participants and that appear to help increase student retention—any level.
- Basic skills—teacher-made materials and activities effective with beginning readers in classroom or tutorial settings, relating skills to community, family, or work applications
- Curriculum, syllabus, materials, and activities for an adult high school classes offering $\frac{1}{2}$ credit in economics and $\frac{1}{2}$ credit in civics.
- GED Math—activities and materials that will help students succeed in solving two-step and multi-step problems of the type found on the GED math test and/or geometry questions on the GED test.
- Any level—ways to work effectively with learning disabled students or to use technology to enhance learning.
- Adult high school curriculum for business math
- Adult high school curriculum (in any subject) emphasizing activities that are effective with mixed-age groups including out-of-school youth

Please submit the mini-grant application by January 15th for a winter project or May 30th for a summer project. Applicants will be notified of funding within two weeks of the deadline and will be expected to complete and submit their projects to the Bureau of Adult Education by June 15th for a winter project and September 30th for a summer project. Please note that you must consult with your local program director and that your application must include the director's signature. Contact Debbie Tasker, Bureau of Adult Education, at 271-6698 or dtasker@ed.state.nh.us for current dates and for any questions about the mini-grant process.

Application for Adult Educator Mini-Grant

Please complete this in typed form and submit 3 copies. Contact Debbie Tasker at dtasker@ed.state.nh.us for current dates and if you wish to receive a personal paper or electronic copy of the form. Please submit the enclosed application by January 15th for a winter project or May 30th for a summer project. Applicants will be notified of funding within two weeks and will be expected to complete and submit their projects to the Bureau of Adult Education by June 15th for winter projects and by September 30th for summer projects. Please note that you must consult with your local program director and that your application must include the director's signature.

Name (or names, if submitted by a team) _____

Current position in adult education _____

Mailing address you prefer for correspondence related to this grant:

Telephone: day _____ evening _____

E-mail (if available) _____

MINI-GRANT AREA (Please check.):

Adult diploma Subject area _____
 ESOL Basic skills Pre-GED/GED Other _____

I. Proposed topic *(Please provide a one-line description, a "title" for your project.)*

II. Background

Briefly describe the work you do in adult education, the students you serve, and why you are interested in this particular project. Tell whether you've already been involved in work related to your proposed project or whether this is a new interest.

III. Project information:

*Describe the work you propose to do. Tell how you expect it will help your own students. Explain what activities you will undertake and describe the form in which you expect to submit your project—curriculum outline, write-up of classroom activities, copies of materials other teachers can use, etc. **Plan to submit an original and 25 paper copies of your "product" OR one original paper copy and an ELECTRONIC COPY THAT CAN BE made available in the future on the proposed new adult education staff development website.***

IV. Description of project budget

*Describe below how your mini-grant budget (up to, but not exceeding \$650) will be spent. Most funds will probably be used for your planning and preparation time, which should be budgeted at your usual adult education hourly rate. **FICA and other related employment expenses should be included. Also include the cost of producing 25 copies of your mini-grant “product” and/or an electronic copy suitable for use on our staff development website** Other related costs necessary for the completion of the project may be included: mileage at your program’s usual rate, copying costs, postage, etc.*

V. Budget form

Please fill out the attached budget form. If your proposal is approved, your program’s current Form 2 will be amended to include the costs of your mini-grant.

Consult with your director about how you should submit your mini-grant hours and other expenses for payment. Be sure to include FICA and any other payroll taxes required by your agency. Be sure to include the cost of producing 25 copies of your product and/or an electronic copy suitable for use on a website.

Sharing the project

Explain how you will share the results of your work with other adult educators. For example, will you produce lesson plans and descriptions of activities for use by other teachers? Will you develop copies of materials that can be used by students? Are you willing to consider presenting a workshop about your mini-grant project?

I understand and agree to the terms of this mini-grant application. I understand that my mini-grant product will be shared with other adult educators and on the NH adult education website. If this is a summer mini-grant project, I intend to continue to work in this adult education program during the coming academic year.

VI. Signature of person submitting this application _____

VII. Agreement of program director

Your program director must read and sign the statement below to acknowledge support for this proposal and willingness to administer funds if the mini-grant proposal is funded.

I support this application, and I am willing to receive a revised Form 2 to incorporate the amount of the grant and to administer this grant if it is approved. If this is a summer mini-grant application, I intend to hire this applicant for the coming school year, contingent on sufficient funding and enrollment.

Signature of program director _____ **Date** _____

Your responses to these questions should be in **typed form**. You must submit **three copies** of this proposal to the Bureau of Adult Education. The proposal must be received on or before the deadline (January 15 or May 30). Send to: Mini-Grant, Bureau of Adult Education, Division of Adult Learning and Rehabilitation, New Hampshire Department of Education, 21 South Fruit Street, Suite 20, Concord, NH 03301. Contact Debbie Tasker if you have questions: (603)271-6698 or dtasker@ed.state.nh.us

New Hampshire Department of Education

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$10.00 per hr. for 25 wks. = \$2,000.00

Administrative

Total \$ _____

Teachers

Total \$ _____

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant,
Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ _____

EMPLOYEE BENEFITS (please specify)

_____ Total for Employee Benefits \$ _____

INSTRUCTIONAL MATERIALS

_____ Total for Instructional Materials \$ _____

TRAVEL AND TRANSPORTATION

(Specify for whom and give mileage and rate of compensation per mile)

_____ Total for Travel \$ _____

OTHER EXPENSES

Office Supplies _____

Telephone _____

Postage and Communication _____

Utilities _____

Printed Materials _____

Publicity _____

_____ Total for Other Expenses \$ _____

Grand Total of Anticipated Costs of Project \$ _____