



**The Edith Winthrop Teacher Center of Westchester  
475 West Hartsdale Ave.  
Hartsdale, NY 10530**

**2018-2019  
Professional Learning Grant**

**APPLICATION INSTRUCTIONS**

The Professional Learning Grant is designed to provide additional support for the integration of the Common Core Learning Standards (CCLS) into your classroom curriculum. It is an opportunity to align curriculum to the CCLS and to stimulate creative teaching techniques in the classroom. This grant, which is made possible by the consortium unions that support our center, may be used for any of the following purposes:

- An innovative class project
- An innovative technology project
- An in-class or in-school consultant/speaker/artist in residence to start up or conclude a project, unit or lesson.

**1. Proposals should:**

- Align to specific Common Core Learning Standards and/or assessments.
- Directly benefit students.
- Promote new and differentiated instructional opportunities in a student centered learning environment.
- Be designed to encourage the exploration of new techniques and the development of educational resources.
- Meet the students' needs and increase motivation to learn.
- Stimulate creativity in the classroom and among teachers.
- Include an appropriate project evaluation.
- Indicate how and when results will be shared with colleagues.

**2. Eligibility:**

- Applicants must be a teacher in one of the following school districts: Ardsley, Dobbs Ferry, Elmsford, Greenburgh, Hastings-on-Hudson, Irvington, and Tarrytown.
- Teaching Assistants may apply with a classroom teacher.
- Applicants must work directly with students.

### 3. Awards:

- Recipients of winning proposals will be reimbursed (up to \$1,000) for purchases or related expenses.
- All equipment purchased through the Professional Learning Grant becomes the property of the schools/districts.
- The Edith Winthrop Teacher Center of Westchester retains the right to disseminate projects or designs evolving from these proposals.

### 4. Criteria:

- The Teacher Center Reading Committee, a panel of teachers from our consortium districts, will use the enclosed rating rubric when reviewing applications.
- Proposals will be rated according to the categories described in the rubric, e.g., Program Design, Impact on Students, Budget.
- All proposals should include a specific classroom lesson(s) or unit(s) or plans to implement new information.

### Application Procedures:

- All sections of the application must be completed including an itemized budget. Budgets must specifically identify expenses. No incomplete or handwritten proposals will be considered.
- Cover page must be signed by applicant and co-signed by the building principal or applicant's supervisor.
- An applicant or a team of teachers may submit only one proposal.
- Do not include teacher/school/district names in the body of the proposal.
- A school may not submit more than one proposal for the same project.

### Dates:

- Grant proposals, including the signature page, must be electronically submitted to: [tgallucci@ewteachercenter.com](mailto:tgallucci@ewteachercenter.com) by 4:00 p.m., Monday, **November 19, 2018**.
- Grants will be awarded at a reception in Greenburgh Central School District on Tuesday, **December 4, 2018** at 4:00pm. Save the date!
- Final reports are due no later than 4:00 p.m. on Friday, **May 17, 2019** to the Edith Winthrop Teacher Center of Westchester.

**Final Report Requirements will be sent with Award Letters**

THE EDITH WINTHROP TEACHER CENTER of WESTCHESTER  
475 WEST HARTSDALE AVENUE  
HARTSDALE, NY 10530  
914-948-8037  
www.ewteachercenter.com

**Professional Learning Grant Cover Page  
2018-2019**

Applicant(s) Name(s)

\_\_\_\_\_

\_\_\_\_\_

Grade/Area \_\_\_\_\_

Primary Contact Applicant or Designated Group Leader

Primary's E-Mail

Home/Cell Phone

Project Title

School

District

School Address

School Phone Number

Superintendent

**Please submit application electronically by 4:00 p.m.**

**Monday, November 19, 2018** to [tgallucci@ewteachercenter.com](mailto:tgallucci@ewteachercenter.com)

I understand I must submit a **Final Report no later than 4:00 p.m. – Friday, May 17, 2019.**

Applicant(s) Signature(s)

Principal's/Supervisor's Signature \_\_\_\_\_

**Professional Learning Grant Application**

LIMIT YOUR ENTIRE TYPED PROPOSAL TO THIS APPLICATION FORM

Grade and Content Area of Project

Project Title

Number of staff members and students directly involved in the project

Subject Area

SEE ATTACHED RATING RUBRIC

1. **Program Design/Project Description**. Give specific details as to how your project will enhance student achievement.

2. **Timeline**. Include a clear, detailed sequence of activities.

3. **State the specific classroom/school needs your project addresses.** Give any background information on your student environment and/or population.

4. **Indicate which Common Core Learning Standard(s) are being addressed.** You must cite at least 2 Common Core Learning Standards and explain how each standard applies to this project.

5. Please include the **Anticipated Outcomes** this project will have on your students or others such as colleagues, parents and community.

6. **Evaluation** (How will you evaluate the effectiveness of this project?) Include evidence or an example of what assessment tools you will use.

7. Describe how you plan to share this project with your colleagues

### **Professional Learning Grant Budget**

Please **itemize** all expected expenditures.

**Budget cannot exceed \$1,000.**

Item Description	Quantity	Unit Price	Total
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**Shipping & Handling =**

**Total Requested =**

**PROFESSIONAL LEARNING GRANT RATING RUBRIC**

	<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>	<b>4 Points</b>
<b>PROGRAM DESCRIPTION</b>	Design does not include specific details.	Design includes some details but needs clarifications.	Design includes most details.	Design is exemplary in describing details.
<b>TIMELINE</b>	Timeline of activities is not provided.	Time line is included but does not indicate sequence of events.	Timeline includes a basic sequence of events.	Timeline includes a clear detailed sequence of events.
<b>PURPOSE/NEED</b>	Provides little evidence supporting the need and purpose and no background information.	Identifies need but does not indicate how it promotes student learning.	Describes a need supported by evidence, background information and promotes student learning.	Describes a compelling need supported by evidence, background information and promotes student learning.
<b>COMMON CORE LEARNING STANDARDS</b>	Common Core Learning Standards are not addressed.	Only one Common Core Learning Standard is addressed with or without an explanation.	Two or more Common Core Learning Standards are addressed with limited explanation.	Two or more Common Core Learning Standards are addressed with explanation.
<b>ANTICIPATED OUTCOME</b>	Does not specify the outcome.	Specifies an outcome but lacks detail.	Specifies an outcome with details.	Provides detailed, innovative strategies for student outcomes.
<b>EVALUATION</b>	Evaluation tool not included.	Evaluation tool included but is incomplete or insufficient.	Evaluation tool included with some evidence to be collected.	Evaluation tool is included along with types of evidence to be collected.
<b>INFORMATION SHARING</b>	No sharing included.	Minimal sharing benefit to others.	Some opportunities for sharing.	Multiple opportunities for grade level/and or school sharing.
<b>ITEMIZED BUDGET</b>	Budget not included in proposal.	Budget partially completed.	N/A	Complete budget.