
Request for Cooperating Teacher Appreciation Mini-Grant Applications

DEADLINE MONDAY, MAY 21, 2018, 5:00 pm

As a meaningful acknowledgement of the dedication and efforts our cooperating teachers (those who support our teacher candidates from the earliest field experience through student teaching) make to support our UW-La Crosse teacher candidates in a time of reduced school budgets and higher expectations from all constituents, we'd like to again offer an appreciation mini-grant opportunity for our school partners.

We wish to fund projects that **support continuous improvement related to improving student learning**. A team of reviewers will score all mini-grant applications. The number of mini-grants supported will be based on available funding.

Thank you for your ongoing support and appreciation for all our school partners!

Criteria for Grant Award:

- Proposal must support continuous improvement related to improving student learning.
- Funds must be spent under direction of school principal.
- Request for funds over \$500 must have a school matching fund plan submitted.
- Funds to be spent, project implemented and reimbursement requests to be submitted to soe@uwlax.edu prior to May 31, 2019.
- UW-L School of Education reserves the right to publicize all mini-grant programs.
- Funds cannot be allocated toward personal honorariums for the applicant(s).
- Each cooperating teacher may submit only one mini-grant proposal; however, if a cooperating teacher is part of a team for one proposal, the cooperating teacher is not prohibited from submitting another proposal as part of a different team or individually.
- Proposal is limited to 3 pages (1 inch margins, 12 pt. font, double spaced).
- A summary of the project and outcomes is required 30 days after implementation is complete. Final report to identify how the funding was used, how students benefit from the project and other outcomes as a result of the project. Include pictures if appropriate. Submittal of the project summary report to soefieldexp@uwlax.edu is due prior to May 31st, 2019.

Application Proposal:

The application proposal should include the following information.

- 1. Project / product objective:** What will children/students learn and be able to do as a result of this grant?

2. **Description of the project:** How will the grant be used? What are the ages and/or grades of the students that will be impacted? Will the project provide benefits for one or multiple academic years?
3. **Connection to UW-La Crosse teacher candidates:** How will the product / project support your work with current/future UW-La Crosse teacher candidates?
4. **Timeline for implementation:** Identify when activities will occur and their duration.
5. **Budget:** Identify how the requested funds will be spent and if any matching funds will be available for the project if the project is over \$500. Provide a detailed budget identifying costs of individual pieces of the project as well as a total cost.

Submission Instructions:

Email copies of the complete application (cover sheet, application, and signature page) by Monday, May 21, 2018 to: soefieldexp@uwlax.edu

If you have questions please contact the School of Education Field Experience Office at soefieldexp@uwlax.edu or 608.785.8126.

Award Notification:

Award notifications will occur by June 15, 2018.

**Cooperating Teacher Appreciation Mini-Grant Application
Cover Sheet**

Grant Application Title:

Current Cooperating Teacher Name(s) & Contact Information:

Please include both academic year and summer contact information, as award notices will occur in June.

Name

School Email

School Telephone

Home Email

Cell / Home Telephone

Name

School Email

School Telephone

Home Email

Cell / Home Telephone

School Site:

School Name

Address

Phone

Principal's Contact Info:

Name

Email

Phone

Funds Requested:

\$ _____

**Cooperating Teacher Appreciation Mini-Grant Application
Signature Page**

Applicant Signature(s): _____ Date: _____

Printed Name:

Date: _____

Printed Name:

Date: _____

Printed Name:

Principal Signature: _____
(or designee)

Date: _____

Printed Name:

**Cooperating Teacher Appreciation Mini-Grant Application
Final Report**

Grant Application Title:

Funds Awarded: \$ _____

Please summarize the project, how you used the mini-grant funding, how students specifically benefited and other outcomes as a result of the project. (You may submit additional pages if needed.)

Report Submitted by

Signature: _____

Date: _____

Printed Name:

Please submit this report to School of Education Office at 145 Graff Main Hall, 1725 State Street, La Crosse, WI 54601 or by email to: soefieldexp@uwlax.edu no later than 30-days after implementation is completed. Pictures of the project and/or its implementation are encouraged to be sent. As a reminder, for 2018 grant awards, please submit all project invoices and summary report prior to May 31st, 2019.