

LYME-OLD LYME SCHOOLS

Regional School District #18



MINI GRANT PROGRAM MEMORANDUM

The following information outlines the mini grant incentive available to all District staff through the Career Incentive Committee (CIC).

Committee Members:

- Michelle Dean; Central Office
- Jennifer Pitman; Lyme School
- Pamela Hurley; Mile Creek
- Steffie Raymond; LOLMS
- Rachel Carrion; LOLMS
- Heather Fried; LOLHS

Mini Grant Program Mission

The goal and purpose of the CIC Mini Grant Program is to provide faculty and staff with the opportunity to request funding for unexpected projects not previously included in the budget. All proposed projects should be consistent with the policies of the Region 18 Board of Education. The CIC seeks applications for projects that support student learning, directly impact classroom instruction and will develop the current curriculum.

Application Submission Dates

Applications are accepted on a rolling basis and are reviewed three times each school year (September, January, and May) during committee meetings. Meetings will be announced to all staff by the CIC Coordinator prior to being held.

Who is eligible?

All Region 18 faculty and staff members are eligible to apply for a mini grant.

Types of Applications

Please take a moment to review [previous project summaries](#) approved by the Region 18 CIC and available on Canvas. Application instructions are outlined on page 2 of this document.

Application Instructions

1. Complete and submit your mini grant application via Google Form: [Application for Mini Grant](#).
 - a. You can also access this link directly through Canvas, the Region 18 website, or by requesting it from your CIC building representative.
2. Once your mini grant application is submitted, your submission is received by [Steffie Raymond](#) (Career Incentive Coordinator) to be reviewed at the next committee meeting.
3. If approved, please contact [Michelle Dean](#) of Central Office so that she can assist you with planning for the receipt of your funds.