# LYME-OLD LYME SCHOOLS

*Regional School District #18*

***A Private School Experience*** ***in a Public School Setting***

## 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:

- Alyssa Mercaldi, CIC Coordinator
- Michelle Dean; Central Office
- Crystal Adanti; Lyme School
- Jennifer Pitman; Mile Creek
- Eilis Welsh; LOLMS
- Bill Derry, 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 within 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 enhance the current curriculum.

**Who is eligible?**

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

**Application Submission Dates**

Applications are accepted on a rolling basis beginning September 1st and closing on April 9th. We strongly encourage candidates to submit their materials as early as possible, as applications are reviewed continuously throughout the cycle.

**Review Process**

All applications will be reviewed virtually by committee members. Please allow up to two weeks for the review process. Applicants will be notified of decisions following the committee's evaluation.

**Previous Projects**

Please take a moment to review previous project summaries approved by the CIC, available on the Region 18 website.

**Application Instructions**

1. Complete and submit your mini grant application via the Google Form: Application for Mini Grant.

    a. You can also access this link directly through 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 Alyssa Mercaldi (Committee Coordinator) who will distribute it to each committee member for review.

3. If approved, please contact Michelle Dean of Central Office so that she can assist you with planning for the receipt of your funds.