

Helen A. Murphy Memorial Mini-Grant Project

The **Helen A. Murphy Memorial Mini-Grant** is designed to improve literacy instructional practices ranging from pre-school to college in order to enhance student learning. Current members of the New England Reading Association (NERA) may submit one proposal not to exceed \$600.00. Two copies of the **proposal must be post marked by May 1st**. Applications will be reviewed by the Scholarship Committee, using a blind review process. Applicants will be notified in June. Incomplete or late applications will not be considered. If applying as a team, one participant must be a current member of NERA.

SUBMISSIONS FOR PROPOSALS NEED TO INCLUDE:

- **Cover Sheet:** Complete all items and attach a cover sheet to each of the copies of the proposal.
- **Attachments: See below.** Provide a clear and concise statement of the time line, objectives, and dissemination of the proposed project. Indicate the members who will be executing the project as well as those participating in the project. State the method for evaluating the project objectives.
- **Letter of Support** from building principal or immediate supervisor
- **Signature**

POST-PROJECT

- **Recipient Self-Evaluation Form:** Submit the attached Self-Evaluation Form with a brief project summary to NERA within 30 days of completion. Awardees acknowledge that results of this project may be considered for future NERA journals, newsletters, or conferences.

Helen A. Murphy Memorial Mini-Grant Project Cover Sheet

(Please type)

I. Person submitting proposal:*

Dr., Mr., Miss, Mrs., Ms. _____
(first name) (last name)

Institutional affiliation: _____

Position and/or title: _____

Name of team members (if applicable) _____

Mailing address:

(STREET) _____

(CITY OR TOWN, STATE, ZIP CODE) _____

Please check if mailing address is: () home () business

Telephone numbers: Office () _____ Home () _____

Email _____

Amount requested: _____

Are you a current member of the New England Reading Association? Yes No

*This person is assumed to be the principal organizer and contact person for the proposed project.

II. Title of proposed Project: _____

III. Intended participants (brief description of student population and participating professionals/community partners)

IV. Attachments:** The following items must be complete, clear in content, labeled and attached per the list below.

- A. Project Purpose (Rationale)
- B. Project Objectives (How will this impact student learning and/or teacher practice?
How will you measure this?)
- C. Project Description (Format, materials, setting, content)
- D. Project Time Line
- E. Dissemination (Plan – How will you share results and with whom?)
- F. Budget
- G. Any other information helpful to the review committee
- H. Project Evaluation (To be completed after award. Did you meet your objectives?)

V. I acknowledge that my project may be chosen for dissemination as recommended by the New England Reading Association Scholarship Committee.

VI. Signature of person submitting proposal:

Signed: _____

Date: _____

Send Proposals to:
NERA
P.O. Box 533
Gardiner, ME 04345

For NERA use only:

Date received _____

Notes: _____

ACTION: Approve () Request Revisions () Reject ()

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Self-Evaluation Form

Complete and return this evaluation form with a **typed** summary of the project. The summary should include, but not be limited to:

- * Project purpose
- * Project objectives
- * Project description
- * Project timeline
- * Project evaluation
- * Dissemination

The recipient's brief summary of the project may be considered for future NERA journals, newsletters, or conferences. Send this completed form and attached summary to:

NERA
P.O. Box 533
Gardiner, ME 04345

Dr., Mr., Miss, Mrs., Ms. _____
(first name) (last name)

Title of proposed project: _____

Institutional affiliation: _____

Position and/or title: _____

Names of Team members (if applicable) _____

Mailing address:

(STREET) _____

(CITY OR TOWN) _____

(STATE OR PROVINCE) (COUNTRY) (ZIP CODE) _____

Amount granted: _____ Date of funding _____