

Continuing Education for Hawaii's Pre-School Teachers: A Request for Mini-Proposals

Since 1894, the Samuel N. & Mary Castle Foundation has worked to develop a high quality early education experience for all children in Hawaii. This work must continue as we face unprecedented demand for well educated teachers as well pre-school directors. The Foundation, working with the W.K. Kellogg Foundation, seeks to have every child reading at or above grade level by grade 3. Over the next 8 years, we will collaborate with other public and private funders to reach this goal by helping to develop a superior pre-school experience for all Hawaii's families.

To assist schools in meeting the needs of teachers seeking to continue their education and thereby meet rising accreditation standards, the Foundation invites expedited applications for up to \$5,000 to be matched by a 20% contribution from the school and/or the teacher her/himself, to be applied to some or all of the following:

1. books and supplies;
2. transportation to attend classes;
3. release time for teachers attending classes;
4. cost of a substitute teacher;
5. needed technology to assist teacher learning.

Mini-grant funds cannot be used for salary incentives, scholarships, general operations, or travel to conferences.

Pre-Schools receiving mini-grants in 2007 are not eligible for consideration in 2008.

Application Procedure:

Decisions will be rendered within 4 weeks.

Applications should be sent to the office of the Executive Director, Samuel N. & Mary Castle Foundation, 733 Bishop Street, Suite 1275, Honolulu, Hawaii 96813. The short application should be a 1-2-page letter describing the needs of the school, the number of teachers needing assistance in the 2008-2009 academic year, the schools accreditation status and its commitment to the professional development of its faculty and school director.

The application must be signed by the Chairman of the Board of Directors for the school and by the School Director. The school and/or teacher(s) impacted must agree to provide at least 20% match or more for the amount requested (up to \$5,000). For example, schools requesting \$5,000 should expect to contribute at least \$1,000 to the project.

The application should include proof of a 501(c) 3 tax-exempt status, a detailed budget describing funds devoted to professional development, and a brief statement of how the project will be evaluated. All successful grant applications will submit a brief final report describing how the funds were used no later than 12 months from the receipt of the grant. Any unused funds will be returned to the Foundation for regranting to other schools. Each school will determine its method of selecting teachers and directors for support, but it is expected that the school board will play an active role in the process in concert with the school director.

Due dates: All applications are due February 1, June 1, or October 1. Trustees will review applications in April, August, and December.

Please contact Al Castle, Executive Director at (808) 522-1101 if a school director has questions.