

## **Additional Request for Proposals for 2009**

The trustees of the Henry and Dorothy Castle Memorial Fund recognize that the quality and quantity of teacher-child interaction in class is the key to high quality pre-schools. High quality instruction provides Hawaii's children the best chance for school readiness in the critical developmental ages of 3-8.

To address some of the needs of the professional development of pre-school teachers outside of their formal higher education, the Foundation will make mini-grants of up to \$5,000 with a required minimum match of 20% from the pre-school to support the following quality improvements:

1. Defining developmentally appropriate practices in classroom teaching and applying them to the school's classroom;
2. Promoting outcomes assessments of classroom instruction;
3. Assessing children's needs accurately and improve the instructional feedback to children;
4. Increasing the capacity to provide emotional support for children;
5. Improving the quality of teacher-student interaction, improve classroom management, and improve the quantity and quality of parent engagement with student learning at home and in school;
6. Supporting for directors and staff to meet NAEYC accreditation.

The grants may be used for holding in-service training, for hiring expert coaches, mentors and consultants, or for purchasing instructional materials to support professional development for teachers.

Collaboration with nearby K-3 schools to allow for common experiences in professional development is a plus and may qualify for a higher grant. School directors are asked to discuss their proposed application and projects with the Foundation's Executive Director before submitting. Applications are due February 1, June 1 and October 1 in 2009 with a decision usually made within 8 weeks.

### **Final Report Guidelines**

Since the size of a pre-school's mini-grant is smaller than our Foundation's normal grants, please use a shortened final report. This will be due within 12 months of the

receipt of this grant and should include a 2-3 page narrative to include the following elements:

- Report on how the grant money was used and include a brief budget;
- Confirm that your pre-school did match our grant at a 20% rate or more;
- Indicate whether additional funds were raised from parents, alumni, church groups, corporations or foundations for this project;
- Include a brief description of the impact, if any, of the grant on teacher performance;
- Give a brief description of how your school will sustain support for the critically important continuing education of the teaching staff;
- Although not required, a brief statement on how the Samuel N. & Mary Castle Foundation can be of help to your school and others in regard to continuing education will be helpful to us;

As always, contact the executive director if you have questions.