

# Special Leadership Funds Available for Special Classroom Projects and Online Staff Development



Special leadership funds are again available to fund new and creative projects, ideas, and research that will be used in a classroom or tutoring environment to improve instruction. Any adult education practitioner who works in an established Nevada program for adults who do not have a high school diploma is eligible to apply.

## Two ways to win!

### For online courses:

We will fund approved online/Web-based courses applicable to educating adults. (You will be reimbursed for the registration fee after you complete the course.) You will be asked to complete a short evaluation of the online learning process so that other Nevadans may learn from your experience. With evidence of successful completion, courses with significant facilitator support may count toward renewal credits for the Adult Basic Educator's Certificate of Performance.



**Express application for online courses:** Email ALL requested information to Sharyn Yanoshak ([saylv@cox.net](mailto:saylv@cox.net)):

- ✓ Your name, phone number, and program for which you work
  - ✓ Course title, number (if available), Web site address, expected start/end dates, and cost
- You will receive a response (typically within a week) via email.

### For all other projects:

Complete attached application. Applications will be reviewed as received, continuing for as long as budgeted funds are available. You may request up to \$1,000 for your project.

## To request additional applications:

Download from Nevada's literacy Web site, [www.literacynet.org/nevada](http://www.literacynet.org/nevada). Click on "grants and funding." OR Leave a message at 702/651-4974 and an application will be mailed to you. Or Email [saylv@cox.net](mailto:saylv@cox.net) and a WORD file will be e-mailed back to you.

**Questions:** Sharyn Yanoshak, 702/253-6280, [saylv@cox.net](mailto:saylv@cox.net)

*This professional development project is a leadership activity funded by a grant from the Nevada State Department of Education, Workforce Investment Act, Title II (Adult Education and Family Literacy). There is no discrimination or denial of participation on the basis of race, color, sex, age, religion or religious creed, national origin, sexual orientation, ancestry, or disability.*

**APPLICATION FOR SPECIAL PROJECT FUNDING  
ADULT EDUCATION PRACTITIONERS**

This funding is available to any adult education practitioner who works in an established, AEFLA-funded Nevada program that serves adults who:

- do not have a high school diploma or its recognized equivalent or
- are unable to speak, read, or write the English language.

All applications must have the potential for statewide impact.

The money is intended to fund creative projects, ideas, research, etc. that will be used in a classroom or tutoring environment to improve instruction during the current academic year. (These funds are not intended for use in purchasing core curriculum materials.) Recipients are expected to provide a short written report, suitable for publication and distribution to other practitioners, within 30 days of project completion.

**PLEASE PROVIDE ALL INFORMATION; SUBMIT VIA EMAIL.**

TITLE OF PROJECT

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TOTAL FUNDS REQUESTED (*Maximum \$1,000*): \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE OF PROGRAM DIRECTOR (your supervisor) \_\_\_\_\_

**Applications will be reviewed as received, continuing for as long as budgeted funds are available.**

Send to: *Sharyn Yanoshak, Professional Development Manager for ABE Nevada* [saylv@cox.net](mailto:saylv@cox.net)  
*College of Southern Nevada, 2409 Las Verdes – K1B, Las Vegas, NV 89102*  
*Phone/fax: 702/253-6280*

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OFFICE USE ONLY

Total points \_\_\_\_\_

Approved \_\_\_\_\_

Notified \_\_\_\_\_

Not approved \_\_\_\_\_

Notified \_\_\_\_\_

Expenses received \_\_\_\_\_

Report received \_\_\_\_\_

## ADMINISTRATIVE GUIDELINES

### ■ SELECTION

A committee representing the various adult education programs and other agencies as appropriate will evaluate applications. Selected applicants will be notified within six weeks of submission deadlines.

Projects will be funded based on their degree of innovation, contribution to adult education in Nevada, efficient use of resources and funds, and usefulness to other programs. It is hoped that all geographic areas and types of programs will be represented.

### ■ REIMBURSEMENT NOTES

Monies will be paid after participant completes the project and submits appropriate receipts and report. Original receipts must be submitted; e-ticket or passenger receipt is required to reimburse any expenses when air travel is part of this project. Hotel receipts are required; food receipts are not.

All travel reimbursements will be made at U.S. General Services Administration per diem rates.

#### CURRENT PER DIEM RATES

See <http://www.gsa.gov>

Click on per diem rates for location along the left

Recipients will be reimbursed up to the amount actually awarded only if report and all receipts documenting actual expenses are presented within 15 calendar days after the activity has been completed. **All requests for reimbursement must be received by May 15 for processing during the fiscal year.**

### DISSEMINATION

**A short final report on the project is due within two weeks of project completion** via e-mail to [saylv@cox.net](mailto:saylv@cox.net). In the event that the project or its evaluation is not completed by May 15, a status report may be substituted (submit by June 1).

- All information to be disseminated to other programs should be sent to them within 30 days of project completion.
- In addition to the dissemination efforts outlined in the application and/or suggested by the Review Committee, grant recipients are expected to present their projects at statewide meetings and conferences if requested.

### ■ FUNDING NOTES

This money is intended to fund projects for one year, i.e., funding to continue the project should come from other sources. These funds are to be used only for the project for which they were awarded. If the recipient desires to make a change, a request must be made in writing in advance.

### ■ DIRECT QUESTIONS TO:

Sharyn Yanoshak, Professional Development Manager for ABE Nevada  
College of Southern Nevada. 702/253-6280. E-mail: [saylv@cox.net](mailto:saylv@cox.net)

State policy dictates that failure to submit requested information by the deadline could jeopardize your reimbursement and eligibility for future funding such as this. If you do not submit by the deadline and have not received an extension prior to the deadline, you will not be reimbursed.

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TITLE OF PROJECT: \_\_\_\_\_

**I. What and why**

a. Describe the project. What is the objective? [For research projects, what is the question?] What do you plan to do? (15 points)

b. Why is the project needed? (15 points)

c. Who and how many will benefit from the project? How? (10 points)

d. What community or geographic area will benefit from this project? (5 points)

**II. Effect on students**

a. How will this project enhance student performance? Check applicable core indicator; explain. (15 points)

√ Core indicators Explain:

	Demonstrated improvements in literacy skill levels	
	Placement, retention, or completion of postsecondary education, training, unsubsidized employment, or career advancement	
	Receipt of secondary school diploma or equivalent	

- IIb. How will you know whether this project had the intended results on your students' performance, that is, how will you know if this project was successful or unsuccessful in improving instruction? How will you measure the improvement? [For research projects, how will you know you answered your question?] (15 points)

**III. Dissemination/Adaptability**

- a. What materials or resources will be produced? (5 points)
- b. How will you share the results of this project with other programs? Be specific—what will you do, when, and for whom? (10 points)

**IV. Costs (10 points)**

Detail all expected expenditures, being as precise as possible.

TOTAL EXPENSES (see "reimbursement" notes on page 2)

\$ \_\_\_\_\_