



FY23 CSI Mini-Grant Application Directions

All identified CSI Low Achievement schools are required to apply for the FY23 CSI Mini-Grant (entitlement grant) to fund required school improvement trainings throughout the year. This grant opens Sept. 12th in GME.

When: The first training dates are Nov. 14 and 15 **OR** Nov. 16 and 17

Where: Tempe Double Tree Hotel

Who: Teams of 3-5 people should plan to attend the training sessions. Teams should include school level staff such as the principal, assistant principal, coach, lead/mentor teacher/teacher leader and LEA level staff such as the principal supervisor, and/or other appropriate staff such as the director or assistant superintendent of school improvement, teaching and learning, or federal programs.

What: Specific school improvement programmatic information will be provided. We are also planning mid-year and end of year trainings, for a total of 5 days. Registration for teams will take place in ADE's Event Management System. Click Here for [Nov. 14-15](#) or Here for [Nov 16-17](#) Registration.

Budget Allocations

There will be two allocations: one for Phoenix area schools and one for schools that are outside of the Phoenix metro area and need to incur travel expenses.

Budget narrative should include actual costs only, not to exceed total allocation.

Phoenix area **Maximum Allocation \$4,375**

Registration only Object code 6300
\$175.00 @ day for 5 days for up to 5 participants
Budget for actual number of team members (3-5)

Out of area **Maximum Allocation \$11,825**

Registration Object code 6300 \$4,375
\$175.00 @ day for 5 days for up to 5 participants
Budget for actual number of team members (3-5)

Travel Object code 6500 \$5,640

Hotel \$ nightly rate \$121.00 + taxes \$20.00 X up to 5 participants X up to 8 nights
Budget for actual number of team members (3-5)

Dinners \$24.00 state rate X 5 X 8 = \$960

Budget for actual number of team members (3-5)

Travel = 3 round trips X **actual #** miles X .445 @ mile \$850

Budget for actual miles only



Complete and submit the **CSI Mini-Grant Entitlement** application in GME by **October 14th**.



Complete the following sections of the grant in GME:

- FFATA & GSA verification
- Assurances
- LEA and School Contacts
- Budget – create a school level budget for each CSI school team



Contact your School Improvement Education Program Specialist for **grant** support.



Register your team online in ADE's Event Management System by **November 1st**. Contact 602-364-2269 for **registration** support or email SchoolImprovementInbox@azed.gov