#### FY23 CSI Mini-Grant Application Directions

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| 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. 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 |  |  | Icon  Description automatically generatedComplete and submit the  **CSI Mini-Grant Entitlement** application  in GME by **Oct. 14th**.  Icon  Description automatically generated  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   Icon  Description automatically generated  Contact your School Improvement Education Program Specialist  for **grant** support.  Icon  Description automatically generated  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 |