

January 15, 2004

PA-EOP-2004-00001

Dear CSRA Educator:

Westinghouse Savannah River Company is pleased to announce we are accepting applications for the 2004 Excellence-in-Teaching Mini Grants Program. This program is designed to recognize and support excellence in teaching by providing funds to enhance elementary and middle school science, mathematics, and technology programs in the Central Savannah River Area (CSRA). Since the inception of the program in 1989, Westinghouse Savannah River Company has awarded over \$576,000 to approximately 1,200 teachers in the CSRA.

Public elementary and middle school teachers in the seven-county CSRA (Aiken, Allendale, Bamberg, Barnwell, and Edgefield counties in South Carolina and Columbia and Richmond counties in Georgia) are invited to submit an application for one of three categories. Please duplicate the attached application as necessary for your teachers and post the enclosed flyer in a common area of your school.

For your convenience, we have included informational brochures to distribute to teachers so that you only have to make copies of the application for those teachers who plan to submit a grant application. Please make sure that every teacher who plans to submit a grant receives a brochure, because it includes evaluation criteria, helpful grant writing tips and answers to frequently asked questions.

Also for your convenience, the application is available in Microsoft Word and in a pdf format on our web site at [http://www.srs.gov/general/outreach/edoutrch/ed\\_home.htm](http://www.srs.gov/general/outreach/edoutrch/ed_home.htm). Proposals MUST be received in our office by close of business on February 26. Due to current security conditions, applications cannot be hand delivered by non-SRS employees. Fax copies will not be accepted. Proposals will be evaluated by a panel of judges based on the criteria listed on the brochure. Grant recipients will be notified by mail in late March. All teachers who submit an application will be invited to a reception to be held late April. Separate invitations will be mailed.

Please encourage your teachers to take advantage of this worthwhile program. If you have questions or need additional information, please contact me at 803-725-1458, or Lisa Gillespie at 803-725-7716.

Sincerely,

Donna Moore Wesby  
Education Outreach Programs

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THE WSRC TEAM

Westinghouse Savannah River Company LLC · Bechtel Savannah River, Inc. · BNFL Savannah River Corporation  
BWXT Savannah River Company · CH2 Savannah River Company · Polestar Savannah River Company

\*\* DO NOT STAPLE

Reserved for EP number

**Westinghouse Savannah River Company  
2004 Excellence-In-Teaching Mini Grants Program Application**

Please type or print neatly (single-sided; do not write on back)

**Category (check one)**

- A \$350
- B \$750
- C \$1000

Mr.  Ms.

Teacher's Name \_\_\_\_\_

(Please limit to four teachers; only first teacher listed will be notified.)

Project Title \_\_\_\_\_

Teacher's Subject & Grade Level \_\_\_\_\_

School Name \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address (Street or P.O. Box) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Principal's Name \_\_\_\_\_

**APPLICATION CHECKLIST**

- Appropriate category checked
- Budget/cost estimates completed
- Categories B&C (Project Plan and Implementation Schedule attached)
- Application is NOT stapled
- Application and additional pages are single-sided
- School name/district NOT mentioned within grant

**NOTE: Only submit original application not additional copies.**

\_\_\_\_\_  
**Signature of Teacher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

**Mail completed application to:**  
Donna Moore Wesby, Coordinator  
Westinghouse Savannah River Company  
Building 742-A, Rm. 162  
Aiken, SC 29808

Applications **MUST** be received in our office by close of business on February 26, 2004. No fax copies accepted. Due to current security conditions, applications cannot be hand delivered by non-SRS employees.

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**Westinghouse Savannah River Company  
2004 Excellence-In-Teaching Mini Grants Program Application**

Please type or print neatly (single-sided; do not write on back)

Project Title \_\_\_\_\_  
(For the sake of objectivity and eligibility, do not include school/district name within application.)

Grade Level and Subject Area \_\_\_\_\_ Number Students Affected \_\_\_\_\_

**Project Summary**

(Briefly describe your project and expected results.)

**Goals and Objectives**

(List learning objectives and curriculum concepts to be enhanced by this project.)

**Student Involvement**

(Describe how students will be involved.)

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**Project Budget**

(Provide an itemized list of materials and their estimated cost. Make sure your budget is reasonable, appropriate and specific.)

<u>Item</u>	<u>Supplier</u>	<u>Estimated Cost</u>
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**Total Cost**

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**Evaluation**

(Describe how you will measure the effectiveness of this grant. Explain how the activities directly related to your objective.)

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**COMPLETE FOR CATEGORIES B & C ONLY**  
**DO NOT INCLUDE THIS PAGE IF SUBMITTING CATEGORY A (\$350) GRANT**

**Project Plan**

(Give details of your project plan, short and long term.)

**Implementation Schedule**

(Detail time line for implementation, short and long term.)

**Cost Sharing**

(If your project requires more than the amount granted, describe how you will secure additional funding.)