

PROFESSIONAL DEVELOPMENT GRANT GUIDELINES – 2010

Applications accepted September 14, 2009 through January 22, 2010.

Eligible Applicants:

K-12 public school educators working in Tippecanoe County, IN. **Applicants are limited to being project director on no more than one application per cycle.**

Purpose of Projects:

Projects should creatively enhance the professional development of educators including teachers, administrators, and counselors as documented by a formal needs assessment.

Eligible Projects:

- Professional development activities should complement the documented formal needs assessment for grades K-12 and must be relevant and appropriate for the enhancement of state and national professional development standards that support school district curricular goals.
- Grant funds should supplement, not supplant, state and local funds.
- Professional development programs involving more than one person, school and/or corporation are encouraged.
- Grant funds may be used to pay substitutes at the current rate if it is a vital component of the project and approved by an administrator.

Size of Grants:

Grants will be funded up to a maximum of \$2,000.

Page Limitations:

Grant applications are limited to a **cover page plus three single-spaced pages using a 12-point font.** The grant application attached should serve as a guide, and you are encouraged to recreate the required sections of the application in word processing software of your choice.

Duration of Grants:

Project should be completed by June 1, 2011 unless an extension is granted.

Grant Award Cycle:

January 22	Grant application deadline
March TBA	Grant Selection Committee meets and Board approves funding recommendation
April 7	Letters sent to applicants
May TBA	SEEDS FOR EXCELLENCE award ceremony at State Farm Insurance

Distribution of Grant Monies:

The grant recipient must sign a Grant Agreement and complete a Project Activity Calendar. Once these documents are received, a check is issued directly to the grant recipient.

Monitoring and Evaluation:

- A representative of the Foundation will schedule a time to visit your project to observe and take photographs.
- Grant recipients must submit a Final Report (format provided) including accomplishment, evaluation and financial accounting with receipts for all expended funds one month after completion of the project or by June 30th. Any unused funds over \$1.00 must be returned to the Foundation with the Final Report. **Failure to submit a Final Report on time may result in exclusion from future grant opportunities.**

PROFESSIONAL DEVELOPMENT
PUBLIC SCHOOLS FOUNDATION OF TIPPECANOE COUNTY, INC.

2010 GRANT APPLICATION COVER PAGE

This page will be removed before the Proposal is distributed to the review committee. Please do not use your name or your school's name in the proposal. When this page is removed, there should be no identifying information in the remaining material.

Project Director's Name: _____

Home Address: _____ City _____ Zip _____

Home Phone Number: _____ Cell Phone Number _____

Applicant's School: _____ Email Address _____

School Corporation: ___Lafayette ___Tippecanoe ___West Lafayette

Other Teachers and Schools Involved: _____

Grade Levels(s): _____

Subject Area (if appropriate) _____

Title of Grant Proposal: _____

Amount of Grant Request: \$ _____

Applicant's Signature: _____

Principal's Signature: _____

Superintendent's Signature: _____

To the Superintendent's Office:

Please forward this cover page (one copy) and 13 copies of the completed proposal to:

**Public Schools Foundation of Tippecanoe County, Inc.
1100 Elizabeth Street, P.O. Box 1159
Lafayette, IN 47902-1159**

PROFESSIONAL DEVELOPMENT
PUBLIC SCHOOLS FOUNDATION OF TIPPECANOE COUNTY, INC.

2010 GRANT APPLICATION

Please include the following information at the top of Page 1 of your application:

- Title of Grant Proposal**
- Amount of Grant \$ Requested**
- Project Start Date & End Date**
- Grade Level(s) Involved**
- Number of Educators Involved**
- Number of Schools Involved**
- Number of School Corporations Involved**

Section A

Abstract - 100 words or less (*will be used in promotional material, etc.*)

Section B

Description of Project and Activities: *Concisely describe what you propose to do.*

Section C

Time Line: *List specific activities involved in the 1) planning 2) implementation and 3) evaluation of your project.*

Section D

Value of your project: *Describe in detail your goals and the benefits to educators. Why do you want to conduct this project? State goals, formal needs assessment results, and state and national professional development standards that are measurable and verifiable.*

Section E

Evaluation: *How will you know you accomplished your goals? Suggestions: Be objective where possible. Be creative. What will you specifically look for? If the educators produce something, what will their product(s) be? If you expect new insight or knowledge, how will you know it came from this activity? If you expect behavioral change, which specific behaviors will you look for? If educators gain new or unexpected insights, how will you know it? Rather than using a standard test or report, try an alternative form of assessment, such as and educator journal or portfolio.*

Section F

Budget: *List specific items and costs, itemize items over \$100 and justify within your application why these items are necessary.*

Section G

Have you applied for support for this project in another place? _yes_no

If yes, please identify.

Has this project been conducted before? _yes_no

If yes, state where and explain how your project differs from the original project.

This **Check List** is for your use only.

Do not include this section with your grant application.

____ I have followed the prescribed format and included the following sections: Cover Page, Introductory Data Fields, Sections A – G.

____ I have not mentioned my name, school name or school corporation name in my application. This information is contained on the Cover Page Only.

____ I am submitting a cover page plus no more than three pages single spaced, using a 12 pt. font.

____ I am using the 2010 application form (do not use old forms).

____ An uninvolved person has read my application for clarity.

____ I have adequately described how I will evaluate this project.

____ Grant activities are clearly described (I have stated exactly what I intend to do).

____ My building administrator and superintendent have signed the application.

____ I have clearly explained the need for any specialized materials that are part of my project.

____ I have submitted one cover page and 13 copies of my application.