

Professional Development Grant Application

Education Minnesota Foundation for Excellence in Teaching and Learning

*Mission: Education Minnesota’s Foundation for Excellence in Teaching and Learning:
promoting vision, best practice and achievement*

Professional Development Grants

Professional Development Grants are intended to provide education support professionals (ESPs*), higher education faculty of colleges and universities, and teachers with opportunities to take the lead in acquiring and sharing new skills and knowledge. These skills might include new instructional tactics, use of technology or working with parents. You may request a grant to acquire these skills and share your new learnings with your colleagues.

For higher education faculty applicants, it is suggested that faculty seek in-kind funds to help finance the venture. Recipients of the higher education faculty grant must pay for all grant expenses out-of-pocket, and then submit receipts to the Education Minnesota Foundation for reimbursement.

ESPs and teachers may request up to \$1,500, and higher education faculty may request up to \$3,000.

Classroom, Education Support Professionals, and Higher Education Faculty Professional Development Grants will be awarded twice per school year.

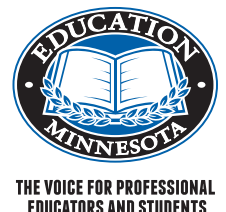
Deadlines:..... 4 p.m., November 1, 2017..... 4 p.m., April 6, 2018

Grants awarded by:..... January 2018..... June 2018

Funds to be spent by: September 2018 February 2019

Signed and scanned applications in .pdf format are preferred and can be emailed to foundation@edmn.org. All applications are reviewed by the Board of Trustees of the Foundation—teachers and support professionals who are members of Education Minnesota.

**ESPs include classroom paraprofessionals, clerical staff, bus drivers, etc. who are members of Education Minnesota ESP bargaining units.*



Questions to ask yourself before beginning the application process.

Classroom and Education Support Professionals Professional Development

- Am I an active, dues-paying member of Education Minnesota?
- Will the professional development I am seeking help me improve my job performance?
- Will I be able to participate in the professional development opportunity and share the learnings with my colleagues?

Higher Education Faculty Professional Development

- Am I an active, dues-paying member of Education Minnesota?
- Do I have a reasonable expectation of being in a position to manage a project during the next school year?
- Do I have information that leads me to believe that the project I am considering will improve student achievement?
- Does my project idea address the needs of diverse or students at risk of failure?
- Do I have partners with whom I can plan and implement this project?
- Am I willing to share my learnings from this project with other educators?

If you answered “yes” to these questions and you did not request reimbursement of the \$5 assessment to the Foundation, you should feel confident that the Foundation will give your project serious consideration.

Professional Development Grant Application: Data Sheet

**ALL APPLICANTS MUST ADDRESS ALL NARRATIVE TOPICS AND COMPLETE THE DATA SHEET.
PLEASE CHOOSE ONLY ONE GRANT BELOW.**

I am applying for a(n):

Classroom Professional
Development Grant

ESP Professional
Development Grant

HEF Professional
Development Grant

Grant Coordinator's name: _____

Grant title: _____

Total amount requested: \$ _____

Grant Coordinator's title/assignment: _____

Home address, city, state, ZIP: _____

Home phone: _____

School name: _____

School address, city, state, ZIP: _____

School phone: _____

Email address: _____

Team members (indicate which individuals are Education Minnesota members): _____

CONTINUED ON BACK

The Education Minnesota Foundation will only fund proposals that are the original work of the person submitting the grant request. Applicants are not permitted to submit the work of anyone else as their own. My signature below indicates that I am the author of this proposal and I have properly attributed authorship to the extent I have based this proposal on the work of others.

Signature: _____

ALL APPLICATIONS MUST BE RECEIVED BY THIS OFFICE NO LATER THAN 4 P.M. ON THE DUE DATE.

Mail/email grant applications to:
Education Minnesota Foundation for Excellence in Teaching and Learning
41 Sherburne Ave., St. Paul, MN 55103-2196
foundation@edmn.org – 800-652-9073

Note: Please expect a confirmation email within 1 week of submitting your application. If you do not hear back from the Foundation with a confirmation that your application was received, please contact Sam Jasenosky at sam.jasenosky@edmn.org or 651-292-4869.

YOUR LOCAL/AFFILIATE OR MSCF/UEA PRESIDENT SHOULD COMPLETE THIS SECTION.

Local/Affiliate or MSCF/UEA Organization: _____

Local/Affiliate or MSCF/UEA President's Name (please print): _____

President's email: _____

My signature below indicates that I am aware of this application and should this project be awarded grant funds, the local agrees to support the member. My signature also certifies that the grant coordinator is an Education Minnesota member holding active membership status and that the local affiliate will act as fiscal agent for grant funds.

Signature of President: _____

Date: _____

Professional Development Grant Application: Narrative

ALL APPLICANTS MUST ADDRESS ALL NARRATIVE TOPICS AND COMPLETE THE DATA SHEET.

Please use double spacing, Times New Roman 12-point type on single-sided paper. Be sure to number and label your responses, and limit your narrative length to four pages or fewer.

1. Write a one paragraph summary of your proposal and what you expect to accomplish.
2. Professional Development Grants are given to help you improve your on-the-job skills and knowledge.
 - What skills and knowledge do you want to acquire?
 - How will increased skills and knowledge in this area help improve your work environment?
3. Professional Development Grants provide funds to assist education support professionals (ESPs*), higher education faculty of colleges and universities, and teachers. Examples of Foundation-funded opportunities include attending conferences, workshops and seminars, accessing coaching experiences and language study related to your curriculum.
 - Describe the learning opportunity you wish to pursue.
 - Explain why you think it will meet your needs.
 - Provide details of the learning opportunity—where and when will the learning take place?
4. Professional Development Grants are intended to have an impact on you and your colleagues and students.
 - Predict how your new skills and knowledge will impact your work environment.
 - Predict how your new skills and knowledge will impact your job.
5. In a chart or table, list the following:
 - Budget expense items (e.g., conference registration, speaker fee, necessary materials) and the amount requested for each item.
 - Any in-kind or matching funds or materials you are requesting.

**ESPs include classroom paraprofessionals, clerical staff, bus drivers, etc. who are members of Education Minnesota ESP bargaining units. This application is not for use by licensed professionals who are members of other Education Minnesota bargaining units.*

Your application will be reviewed only when it is considered “complete”—that is, all questions are answered, all documents mentioned above are attached, and a completed and signed data sheet is received. If all items are not received, your application will not be reviewed by the Foundation Board of Trustees.

41 Sherburne Ave., St. Paul, MN 55103
651-227-9541 800-652-9073 Fax 651-292-4801
www.edmnfoundation.org
www.educationminnesota.org

*Education Minnesota is an affiliate of the American Federation of Teachers,
the National Education Association and AFL-CIO.* 