Professional Development Grant Application

Education Minnesota Foundation for Excellence in Teaching and Learning

Mission: promotes educators' innovation and achievement focused on the practices of equity and inclusion

Professional Development Grants for Individual Members

Professional Development Grants are intended to provide education support professionals (ESPs*), higher education faculty** of colleges and universities, and licensed educators*** with opportunities to take the lead in acquiring and/or sharing new skills and knowledge. For example, new instructional tactics, use of technology or working with a caregiver. Applicants may request a grant to acquire these skills and share what you learn with your colleagues.

It is suggested that all applicants 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.

All applicants may request up to $3,000.

Professional Development Grants for Groups of Members

In addition to Professional Development Grants for individual members, the Education Minnesota Foundation also offers applicants the opportunity to submit a Professional Development Grant application for a group of members to either attend professional development or be trained at their worksite. All members named in the group application must fulfill the individual eligibility requirements to be eligible for the group application. Professional Development Grant applications for a group of members have a maximum funding request of $3,000 per person. **Group applications may be for 2-5 members, and ALL members must be from the same local union or district in order to be funded.** Members looking to apply for a Professional Development Grant for groups should designate one group member to be the group lead, and the group lead should collect all required information listed on the application for the other group members.

The Education Minnesota Foundation Board will not retroactively fund learning opportunities that have passed by the date grants will be awarded by, which are listed below.

Professional Development Grants will be awarded twice per school year.

Deadlines:	*4 p.m., Nov. 7, 2025*	*4 p.m., March 6, 2026*
Grants awarded by:	*January 2026*	*June 2026*
Funds to be spent by:	*July 2026*	*December 2026*

*ESPs include paraprofessionals, clerical staff, bus drivers, etc.
**Higher education faculty include college and university faculty.
***Licensed educator teachers, counselors, psychologists, social workers, speech language pathologists, etc.

THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

Questions to ask yourself before beginning the application process

- Am I an active, dues-paying member of Education Minnesota and did not request a refund of my $5 assessment to the Foundation?

- Will I continue to be an active member through the completion of this professional development opportunity?

- Has my previous professional development grant been completed and closed?

- Have I participated in a Foundation informational session?

- Am I willing to share my learnings from this professional development with other educators?

- Do I believe that the professional development I am considering will improve student achievement?

The following resources are available to support your grant writing process:

- Budget Table Tips *(www.edmnfoundation.org/budget-table-tips-for-education-minnesota-foundation-grants)*

- Previously Funded Grants & Projects *(www.edmnfoundation.org/previously-funded-grants-projects)*

- The Grant Making Process *(www.edmnfoundation.org/overview/grant-making-process)*

Note for applicants from the Education Minnesota Foundation Board

The Education Minnesota Foundation Board cannot fund applications that provide stipends for members' time. Stipends for outside services may be funded. If you have questions about this, please contact foundation@edmn.org.

Professional Development Grant Application: Individual Data Sheet

Although the PDF version of the application can be used to apply, we strongly encourage the use of the online application at www.edmnfoundation.org.

I am applying for a(n):

☐ Classroom Professional Development Grant

☐ Education Support Professionals (ESP) Professional Development Grant

☐ Higher Education Faculty Professional Development Grant

Applicant name: _____

Applicant's occupation/position/role: _____

Training title: _____

Total amount requested (this amount must match the budget included in your narrative): $ _____

Home address, city, state, ZIP: _____

Mobile phone: _____

Regularly checked email address: _____

Worksite: _____

Worksite address, city, state, ZIP: _____

School level: _____

Local union/college: _____

Continued on the following pages (skip group data sheet if you completed the individual data sheet)

Professional Development Grant Application: Group Data Sheet

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I am applying for a(n):

☐ Classroom Professional Development Grant

☐ Education Support Professionals (ESP) Professional Development Grant

☐ Higher Education Faculty Professional Development Grant

All members of the group must be in the same bargaining unit within the same local.

Applicant name: _____

Applicant's occupation/position/role: _____

Training title: _____

Total amount requested (this amount must match the budget included in your narrative): $ _____

Home address, city, state, ZIP: _____

Mobile phone: _____

Regularly checked email address: _____

Worksite: _____

Worksite address, city, state, ZIP: _____

School level: _____

Local union/college: _____

The online application will require you to upload a spreadsheet listing: (1) the full names , (2) position titles, (3) home address, (4) regularly checked email, (5) phone #, and (6) school address of every group member applying for the grant. Please use the spreadsheet template provided on the online application portal.

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.

Applicant/Group Lead signature: _____

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

Although the PDF version of the application can be used to apply, we strongly encourage the use of the online application at www.edmnfoundation.org.

Email: foundation@edmn.org – 800-652-9073

Note: Please expect a confirmation email within 15 days of receipt of your application. If you do not hear back from the Foundation with a confirmation that your application was received, please email foundation@edmn.org with a request for confirmation of application received.

Applicant/Group Lead local/affiliate: _____

Applicant/Group Lead local/affiliate name (please print): _____

Local/affiliate president's name (please print): _____

President's email: _____

President's signature: _____

Local/affiliate treasurer's name (please print): _____

Treasurer's email: _____

Professional Development Grant Application: Individual Narrative

1.   Your final narrative should not exceed three typed pages.

2.   The narrative should be double spaced.

3.   Use Times New Roman.

4.   In a 12-point font.

5.   Be sure to number and label your responses.

1. Professional Development summary

In one paragraph, please include the following information about your professional development:

a.   *Name/title of your professional development.*

b.   *Location.*

c.   *Date(s).*

d.   *Registration website.*

e.   *Total number of attendees (for group application only).*

2. Learning opportunity

Explain why you have chosen this professional development opportunity over others that offer similar content.

3. Impact

What impact will this professional development opportunity have on your students, colleagues, community, etc.?

4. Budget

In a chart or table, list your budget expense items (e.g., conference registration, hotel, airfare, necessary materials) and the amount requested for each item. If your budget reflects a total amount over the maximum funding amount, please include in-kind or matching donations to help the board understand how the rest of your request will be funded.

Visit www.edmnfoundation.org/budget for examples of how to write a budget.

See next page for Group Professional Development Narrative questions

Professional Development Grant Application: Group Narrative

APPLICANTS MUST ADDRESS ALL NARRATIVE QUESTIONS.
PLEASE FOLLOW THESE RULES WHEN DRAFTING YOUR NARRATIVE:

1. Your final narrative should not exceed three typed pages.

2. The narrative should be double spaced.

3. Use Times New Roman.

4. In a 12-point font.

5. Be sure to number and label your responses.

1. Professional Development summary

In one paragraph, please include the following information about your professional development:

   a.   *Name/title of your professional development.*

   b.   *Location.*

   c.   *Date(s).*

   d.   *Registration website.*

   e.   *Total number of attendees (for group application only).*

2. Learning opportunity

Explain why your group has chosen this professional development opportunity over others that offer similar content.

3. Impact

What impact will this professional development opportunity have on your students, colleagues, community, etc.?

4. Budget

In a chart or table, list your budget expense items for each member of your group (e.g., conference registration, hotel, airfare, necessary materials) and the amount requested for each item. If your budget reflects a total amount over the maximum funding amount, please include in-kind or matching donations to help the board understand how the rest of your request will be funded. Your budget should show how much each group member will be paying. For example, if one person is renting a car, the car rental should only be applied to one member's name. Funds cannot be pooled together. Each group member will be responsible for their own flight, food, etc.

Visit www.edmnfoundation.org/budget for examples of how to write a budget for a group.

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.

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do not hear back from the Foundation with a confirmation that your application was received,
please email foundation@edmn.org with a request for confirmation of application received.**

Applicant/Group Lead local/affiliate: _____

Applicant/Group Lead local/affiliate name (please print): _____

Local/affiliate president's name (please print): _____

President's email: _____

President's signature: _____

Local/affiliate treasurer's name (please print): _____

Treasurer's email: _____