

Washington Education Foundation
Fall 2011
Professional Development Grant

The Washington Education Foundation, a 501 c (3) non-profit organization is pleased to announce an opportunity for employees of the Washington Elementary School District. This program is made possible through the generous donations of individuals, community organizations, and corporate organizations and is offered in addition to the annual mini-grant program.

1. PURPOSE:

The purpose of the grant is to support professional development thus improving the competence of teachers and other professional employees working in support of students within the Washington Elementary School District.

2. WHO MAY APPLY:

All WESD employees who are currently employed within the Washington Elementary School District and have been employed by the district for five or more years. No employee may receive more than one grant (professional development or mini grant) within the same academic year. No employee may apply for another professional development grant for three academic years.

3. PROFESSIONAL DEVELOPMENT ACTIVITY TIMELINE:

Activities must be completed by June 30, 2012.

4. PROFESSIONAL DEVELOPMENT PLAN:

The proposal must delineate the applicant's professional development plan and address how the proposed project will improve competence and students' learning. Applicants must include one of the following:

- School improvement plan
- Individual growth plan
- WESD belief statement

Accompanied by an explanation of how the applicant's professional development plan supports the above plan or belief statement.

Any acquisition of equipment must support the proposed plan but may not be the primary focus of the grant. Any equipment or materials acquired will be property of the WESD.

5. TRAVEL:

Travel expenses may be included. A rationale for travel expenses must be included in the itemized budget. This rationale must include an explanation as to why travel is necessary and the plan could not be carried out locally. The plan is subject to governing board approval. It must also include a plan to share the information and expertise gained by the applicant.

6. GRANT AMOUNTS:

Grant amounts are up to \$2000.

7. REQUIREMENTS:

Interested applicants are invited to submit a proposal. The cover form may be printed from the Washington Education Foundation's web site and must be submitted as the cover page for the proposal. Additionally, the applicant will submit a narrative of three pages (maximum) in length typewritten and an itemized budget, one page (maximum). Applicants will also be required to submit a letter of support from their principals or supervisor. Applications must be completed in full to be considered by the awards committee. In some instances, partial awards and/or additional resource assistance may be provided. Proposals must be submitted by 5 PM on October 14, 2011.

8. FINAL REPORT REQUIREMENTS:

Awardees will be required to submit a brief report including itemized expenses and assessment of the plan and be willing to share information (testimonials) about the grant experience)

Proposal Requirements:

- 1) Cover page
- 2) Proposal narrative (three pages maximum)
 - a) Applicant Background: Outline your formal education (institution, type of degree etc.) and professional experience (including experience in other schools as well as within the Washington School District)
 - b) Need or Purpose: What is the reason for seeking professional development in the specified area?
 - c) Goals: What will be achieved through the plan? How will the plan enhance the applicant's competence? How will the plan impact student learning?
 - d) Plan: provide a description of the process through which the goals will be met.
 - e) Outcome: Explain how you plan to assess the impact of the proposed plan.
- 3) Budget: An itemized budget including narrative explanation of needed expenses. If travel expenses are included, a rationale for these expenses must be described including an explanation of why the plan could not be carried out locally.
- 4) Letter of support
A principal's or supervisor letter of support must be signed on district letterhead confirming the status of the applicant and indicating strong support for the proposal.