



**PROFESSIONAL DEVELOPMENT GRANTS  
APPLICATION GUIDELINES**

- **Award Range:** Up to \$1,000.00
- **Application Deadline:** 1<sup>st</sup> Monday in February.  
If the deadline falls on a holiday, the grant application must be received by 4:00 p.m. the following school day.
- **Application Sources:**
  - Foundation website: [www.jcpsfoundation.org](http://www.jcpsfoundation.org)
  - Foundation phone: (573) 659-3549 (leave your name and email address).
- **Notification of Recipients:** Recipients will be notified within 2-3 weeks following the application deadline. Please allow five (5) weeks prior to the workshop/seminar/conference registration deadline.
- **Applicant Eligibility:** Professional Development Grants are limited to JCPS teachers to participate in enrichment seminars, workshops, or conferences.
- **Eligible Projects:** All projects must provide the applicant information to enrich the current curriculum and to enhance instructional skills. Sharing of information within your building/department and with the member(s) of the Foundation board is required.
- **Funding:** Requisitions for all applicable conference expenses are to be submitted to the JCPS Board of Education Business office. *Grants for Teachers **MAY NOT** be used for college courses.*

Applicant Name: _____	Subject/ Grade Level: _____
School: _____	Phone: _____
Email: _____	
Title of Workshop/ Seminar: _____	
Date (s) of Workshop/Seminar: _____	
Location of Workshop/ Seminar: _____	
Total Dollar Amount Requested (up to \$ _____) _____	

**Send application and three (3) copies to:**  
 Jefferson City Public Schools Foundation  
 P.O. Box 2152  
 Jefferson City, MO 65102

**DO NOT FAX OR EMAIL**

*NOTE: This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal. **PLEASE TYPE.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Workshop/Conference or Seminar: \_\_\_\_\_

1. Briefly describe the purpose and major objectives of this workshop/seminar/conference. Please include copies of any documentation/registration materials that would provide additional information as to the purpose and content of this workshop/seminar/conference.
2. How will your participation in this workshop/seminar/conference be utilized in your classroom? How does information correlate or supplement your curriculum?
3. Explain how other teachers within your curriculum area, school, and the students you serve will be affected because of your participation in this workshop/seminar/conference and when and with whom will you share your information?
4. Detail your budget request.

## Grant Summary Evaluation

**Directions:** Please submit the grant summary evaluation to the Jefferson City Public Schools Foundation Office within 10 days after completion.

1. Please submit a short summary of your experience at the approved workshop/seminar/conference. When and where will you share your experience with colleagues?
2. Would you recommend this workshop/seminar/conference to another teacher? Why or why not?
3. Was the information valid, well presented and what you expected?
4. How will you utilize and incorporate this information in the classroom?



### Professional Development Rubric

10	8	6	4	2
Complete information concerning workshop, purpose, sessions, topics, presenters, sponsors is given	Information concerning 5 is included.	Information concerning 4 is included.	Information concerning 3 is included.	Only name of conference.
Correlation to curriculum or how it will supplement, explanation of need and utilization in classroom is explained.	Correlation to curriculum and need only explained.	Only correlation or need explained.	Only need and utilization explained.	Only utilization explained.
Affect upon other explained and time of sharing given.	Only affect explained.	Explanation of affect on others is not a reasonable example.	Only time of sharing.	No time of sharing included or affect on other.
All regular materials included as well as detailed budget.		Only a total amount without details.		No budget