Higher Education Faculty 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 are intended to provide higher education faculty of colleges and universities with opportunities to take the lead in acquiring and sharing new skills and knowledge. These skills might include new instructional ideas, technology, conference attendance, etc. Faculty may request up to $3,000 to acquire these skills AND share new learning. It is suggested that faculty seek in-kind funds to help finance the venture.

Professional Development Grants are reviewed and awarded twice per school year.

Deadlines: ......................4 p.m. Nov. 1, 2014 ......................4 p.m. April 1, 2015


Funds to be spent by: ......End of September 2015 ............End of February 2016

Attend Representative Convention: .....April 2015 ..............April 2016

Signed and scanned applications in .pdf format 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. All grant recipients are strongly encouraged to participate in a recognition ceremony at the April Representative Convention.

Revised 8/1/14
Questions to ask yourself before beginning the application process

Education Minnesota Foundation for Excellence in Teaching and Learning

• 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.
Higher Education Faculty Professional Development Grant Application: Data Sheet

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

Grant Coordinator’s Name (one person only): ________________________________

Professional Development Activity: _________________________________________

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: __________________________________________________________

How did you learn about this grant program? _________________________________

Have you had any grant-writing training? ____________________________________

Have you applied to the Foundation in the past? ______________________________

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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: ____________________________________________

**YOUR LOCAL/AFFILIATE PRESIDENT SHOULD COMPLETE THIS SECTION.**

Local or Affiliate Organization: _______________________________________________________

MSCF/UEA President’s Name (please print): ________________________________

MSCF/UEA President’s Phone Number: ________________________________

MSCF/UEA 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 monitor the member. My signature also certifies that the project 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 MSCF/UEA President: __________________________________________________

Date: ____________________________________________________________________

All applications must be received by this office no later than 4 p.m. Nov. 1, 2014, or April 1, 2015.

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
Higher Education Faculty Professional Development Grant Application: Narrative

Education Minnesota Foundation for Excellence in Teaching and Learning

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

Use double spacing, Times New Roman 12 or 14 point type, single sided. Limit your narrative to four pages or fewer, which includes your budget chart/table.

1. A one paragraph summary of your project 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 working relationship with students, improve their learning or enhance the classroom/school environment?

3. Professional Development Grants provide funds to assist higher education faculty. 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, your colleagues and students.
   - Predict how your new skills and knowledge will impact student learning and behaviors.
   - Predict how your new skills and knowledge will impact your teaching.

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5. You may request up to $3,000 for your Professional Development Grant. 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.

Your application will be reviewed only when it is considered “complete” – that is, all five topics and questions answered, grant coordinator information and signature, and local union president signature.