

Professional Development Grant Application for Educational Support Professionals

Foundation for Excellence in Teaching and Learning

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

Professional Development Grants are intended to provide Educational Support Professionals (ESPs)* with opportunities to take the lead in acquiring and sharing new skills and knowledge. These skills might include new instructional ideas, technology, working with parents, etc. You may request up to \$1,000 to acquire these skills AND share your new learnings with your colleagues.

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



Deadlines:4 p.m. Tuesday, Nov. 1, 2011 4 p.m. Monday, April 2, 2012

Grants awarded by:End of December 2011 End of May 2012

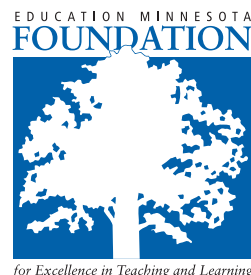
Funds to be spent by:End of 2011-12 school year Before 2012-13 school year

Signed and scanned applications in .pdf format can be emailed to dayonna.knutson@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 ESP grant recipients are strongly encouraged to participate in a recognition ceremony at the April 2012 Representative Convention.

**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.*

Revised 5/5/11



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?
- Will the professional development I am seeking help me improve my job performance?
- Will this professional development help me work with diverse and/or students at risk of failure?
- Will I be able to participate in the professional development opportunity AND share the learnings with my colleagues?

If you answered “yes” to these questions, you should feel confident that the Foundation will give your project serious consideration. If you answered “no” to some of the questions, please view the below topics on the Grants page of www.educationminnesota.org.

- Assistance in the form of a tutorial — see “Grantwriting tips”
- Types of grants funded — see “Events and Programs”
- The application process — see “Instructions for the Application Process”

Address questions regarding the application process to the Foundation Assistant at 800-652-9073.

Professional Development Grant for Educational Support Professionals Application: Narrative

Education Minnesota Foundation for Excellence in Teaching and Learning 2011-12

All applications must address all Narrative topics AND complete the Data Sheet.

Use double spacing, Times New Romans 12 or 14 point type, single sided. Limit your application to four pages or fewer, not including 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 Educational Support Professionals. Attending or arranging conferences, workshops, seminars, and accessing coaching and language study directly related to your responsibilities are examples of the opportunities the Foundation funds.
 - 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.** Only ESPs who demonstrate a plan to share their new skills and knowledge with colleagues will be awarded a grant.
 - Who is on your work team?
 - What is your plan? How, when and with whom will you share what you learn?
- 5.** 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 colleagues' learning and behaviors?
- 6.** You may request up to \$1,000 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 six topics and questions answered, project coordinator information and signature, and local union president signature.

**All applications must be mailed/emailed and received by this office by 4 p.m.
Tuesday, November 1, 2011 or Monday, April 2, 2012 to:**

FOUNDATION GRANTS
Education Minnesota Foundation for Excellence in Teaching and Learning
41 Sherburne Ave., St. Paul, MN 55103-2196
dayonna.knutson@edmn.org
800-652-9073



Professional Development Grant for Educational Support Professionals Application: Data Sheet

Education Minnesota Foundation for Excellence in Teaching and Learning 2011-12

All applications must address all Narrative topics AND complete the Data Sheet.

Grant Coordinator's Name (one person only)

E-mail Address

Grant Title

How did you learn about this grant program?

\$

Total Amount Requested

Have you had any grant-writing training?

Grant Coordinator's Title/Assignment

Have you applied to the Foundation in the past?

Home Address, City, State, ZIP

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

Home Phone

School Name

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.

School Address, City, State, ZIP

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.

School Phone

Signature

Your local/affiliate president should complete this section

Local or affiliate organization

Local or affiliate president

President's home phone

President's school phone

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 local or affiliate president:

Name of local or affiliate:

Date:

**All applications must be mailed/emailed and received by this office by 4 p.m.
Tuesday, November 1, 2011 or Monday, April 2, 2012 to:**

FOUNDATION GRANTS
Education Minnesota Foundation for Excellence in Teaching and Learning
41 Sherburne Ave., St. Paul, MN 55103-2196
dayonna.knutson@edmn.org
800-652-9073

EDUCATION MINNESOTA
FOUNDATION



for Excellence in Teaching and Learning