



PROFESSIONAL DEVELOPMENT GRANT

Transformative impacts often result from educators who choose to attend professional development programs. The networking with other passionate educators as they reflect on students' educational needs can lead to the best motivating experiences an educator can have. Typically, these opportunities are funded through the town's annual school budget. However, district funding capabilities may not be able to meet each request. Through the Professional Development Grant program, the Wallingford Education Foundation (WEF) provides additional funding for Wallingford educators to attend conferences hosted outside the district.

The Professional Grant program offers paired grants of \$1,000 each for two Wallingford Public Schools staff members to attend a professional development opportunity together OR single grants of up to \$2,000 for an individual. Multiple grants are awarded yearly.

Wallingford educators may request financing from WEF by completing the application found on the following pages and submitting it to wallingfordeducationfoundation@gmail.com by 4:00 p.m. on April 1. Applicants are urged to read the entire application packet carefully and to pay particular attention to all terms and conditions.

The Wallingford Education Foundation is a non-profit, community-based partnership supporting educational innovation and excellence in our town.

WEF PROFESSIONAL DEVELOPMENT GRANT

APPLICATION INSTRUCTIONS

1. Strictly adhere to the submission deadlines. Late applications will not be accepted. Grant applications are due via email to wallingfordeducationfoundation@gmail.com on or before April 1 at 4:00 p.m. You will be notified in early May regarding the status of your request.
2. Complete the cover page including necessary signatures. You may obtain electronic signatures from the superintendent and your principal.
3. Complete the application and all questions. If answering the questions on a separate sheet, please be sure to include your name and school at the top of the page as well as each question.
4. Read and sign the Terms and Conditions. Your signature indicates that you agree to meet the requirements of the grant including follow up activities if you are selected as a grant recipient. Electronic signature will be accepted.
5. Submit your application, signed cover sheet, and signed Terms and Conditions as **ONE** (1) PDF document titled with your last name followed by PD Grant to wallingfordeducationfoundation@gmail.com on or before April 1 at 4:00 p.m.

Questions may be directed to wallingfordeducationfoundation@gmail.com.

Foundation Use Only: Grant Number _____
Total Request \$ _____
Total Awarded \$ _____
School _____

WEF Professional Development Grant Application Cover Page

Professional Development/Conference Title: _____

PD/Conference Attendee(s) – limit 2 per conference: _____

Telephone Numbers: Day _____ Evening _____

School(s) Where Attendee(s) Work: _____

Principal: _____

Beginning Date of PD/Conference: _____ Ending Date of PD/Conference: _____

Any additional Funding from other sources? \$ _____

Total cost of PD/Conference \$ _____

Total grant request for registration fee, hotel, and travel costs: \$ _____

PD Requestor's Signature _____ Date: _____

School Principal's Comments _____

School Principal's Signature _____ Date: _____

Superintendent's Signature _____ Date: _____

WEF Professional Development Grant Application

Name: _____

Current Position: _____

Current School: _____

Current Email Address: _____

Date of Application: _____

Years Experience in the Education Field: _____

Years Experience in the Wallingford Public Schools: _____

Please answer all parts of the following questions completely.

1. In 150 words or less, please describe the conference or professional development experience you would like to attend with this grant.
2. Will you attend with a colleague? If yes, what is the colleague's name? (Please note that only one other person may attend the same PD/conference.)
3. Which of the Wallingford Public Schools four core focus areas of professional development (Intervention, Models of Excellence, Proactive Student Supports with a Future Focus, Engaging and Empowering Student Learners) does this opportunity meet? Please explain.
4. Provide an estimate of the following costs related to this experience: registration fee, hotel, and travel costs. Please note that WEF does not reimburse meal expenses or costs of purchases from workshop exhibitors.
5. In 250 words or less, please reflect on how and why you expect this professional development experience to be valuable to you (and/or your colleagues and students) and how it might impact your future work as an educator in the Wallingford Public Schools.
6. Please indicate a timeline for completing the required WEF follow-up to your professional development (submitting documentation of actual expenses to WPS and WEF, creating a one to five -minute video, encouraging others to apply).

Thank you for applying.

WEF Professional Development Grant

Terms and Conditions

Acceptable Purposes for Grants Monies Awarded

WEF Professional Development Grants may be used for professional development that aligns with one or more of the Wallingford Public Schools four core focus areas of Intervention, Models of Excellence, Proactive Student Supports with a Future Focus, Engaging and Empowering Student Learners. Up to a maximum of \$1,000 for individuals attending in pairs and \$2,000 for individuals attending alone may be used for the following documented costs:

- Round-trip travel from Wallingford to an official professional development conference (or similar opportunity);
- Conference lodging, as necessary; and
- Conference fees.

Awarded funds will be available for use only during the school year of the requested grant and only for the professional development experience requested in the grant.

Grant Deadlines

Grant applications are due via email to wallingfordeducationfoundation@gmail.com by 4:00 p.m. on April 1. Applications received after the deadline will not be considered for funding. Grant recipients will be notified of our decisions in May.

Responsibilities of WEF Professional Development Grant Recipients

Recipients of the WEF Professional Development Grant agree to:

- Create a one to five-minute video for WEF use illustrating how the Professional Development Grant experience enhances teaching and/or learning for Wallingford students and teachers now and in the future (due within 30 days of the end of the professional development experience).
- Credit the WEF for funding your professional development experience in any publicity that should arise related to this grant.
- Make themselves available to work with or train other interested Wallingford educators.
- Encourage their colleagues to apply for future WEF Professional Development Grants.
- Pay any professional development related expenses beyond the amount of the WEF Professional Development Grant.
- Provide written documentation, including receipts, of all reimbursable costs associated with the grant within 45 days of completion of the professional development experience.
- Allow their photograph to be used by the WEF for publicity purposes.

Permissible Applicants/Recipients

A proposal may be prepared by anyone authorized by the school principal to do so.

Permissible Participants in the Granted Professional Development

Only the person(s) named in the grant application may use grant monies for the professional development opportunity. This person **must** be an employee of the Wallingford Board of Education and may **not** be a student.

Restrictions and Conditions

Awards will not be made for the following purposes:

- Expenses normally covered in the general operating budget of the school;
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues (as determined by WEF);
- Compensation (including honoraria or stipends) for employees of the Wallingford Board of Education or students;
- Substitute pay; and
- Telephone expenses.

Note: The Wallingford Education Foundation will not be a sustaining source of funding for professional development.

Professional Development Grant recipients will be selected and approved by the Wallingford Education Foundation's Board of Directors based on strength of application (available on our website: www.wallingfordeducationfoundation.org) and good standing with WPS officials.

It is hoped and would be very much appreciated if the grant recipients serve as active ambassadors of WEF to their peers, their students, and their community. Thank you in advance for your help in promoting the work of WEF so that we may continue to provide support to the staff and students of Wallingford Public Schools.

I understand and agree to the terms and conditions of this grant:

Signature

Date