



## **Educator Enrichment Program Grant Application**

The Averill Park Education Foundation (APEF) in partnership with Averill Park Central School District (APCSD) is pleased to announce the Educator Enrichment Program. Grant money in the amount of \$10,000 total will be awarded to support professional development opportunities of faculty in the Averill Park School District. The grant application deadline is April 1<sup>st</sup> for opportunities to be completed by August 30<sup>th</sup> of the following year.

**Purpose:** The purpose of this grant is to support the professional development of teachers in the Averill Park School District. All grant proposals must demonstrate alignment to APEF and District goals.

### APEF Goals:

**Goal # 1:** To identify initiatives that will encourage and stimulate students.

**Goal # 2:** To build community support and enthusiasm for education.

**Goal # 3:** To support and enhance programs that heighten learning opportunities.

### District Goals:

**Goal # 1:** Students will graduate college and career ready.

**Goal # 2:** Students will productively engage in their school community

**Goal # 3:** Students will be digitally fluent by demonstrating the ability to live productively and safely in a technology-influenced society.

Priority will be given to proposals that allow for “turnkey” training opportunities. Specifically, educators who propose opportunities that allow for the training of other district staff after attending the professional development will be given special consideration.

**Eligibility:** All educators are invited to apply.

**Due Date:** All grant applications are due April 1<sup>st</sup> for professional development to be completed by August 30<sup>th</sup> of the following year. No late submissions will be accepted.

**Submission:** All grant applications must be signed by the Building Principal and the Assistant Superintendent and submitted to the APEF Grant Coordinator by email at [apeducationfoundation@gmail.com](mailto:apeducationfoundation@gmail.com) by April 1<sup>st</sup>.

**Award Notification:** Applicants will be notified of grant status on or before May 30<sup>th</sup>. After attending the program, awardees may be asked to briefly present to the selection committee or provide a reflection on the impact and benefit of attending the professional development.



If you have any questions, please reach out to the grants review committee at [apeducationfoundation@gmail.com](mailto:apeducationfoundation@gmail.com).

**Please note: *Because this grant is co-sponsored by the Averill Park CSD, teachers who receive grant funding for a professional development opportunity are not eligible to receive in-service credit hours from the district.***

Name:

Today's Date:

Email:

School:

Title of Grant Proposal:

Amount requested:

Link to Opportunity:

Description of Professional Development Opportunity.

Please describe how this experience is aligned with APEF and APCSD goals.



Please describe how this experience will lead to improved student achievement and engagement.

Please describe how your experience will be shared with faculty and administration.

In what ways will your experience impact the instruction of others?



**Budget:**

Please provide a detailed expense budget that includes registration fees, travel costs, accommodations and meals.

Please use the link below and guidelines provided to help you develop a budget for your proposal.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Expense	Calculations to justify estimated cost	Estimated Cost
Registration fees		\$
Flight		\$
Hotel		\$
Ground Transportation		\$
Parking		\$
Meals		\$
Mileage		\$
		\$
		\$
<b>TOTAL</b>		<b>\$</b>



**EXPENSE REIMBURSEMENT**

*School district employees, officials and members of the Board of Education will be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities.*

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate established by the IRS. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent of Schools shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy. To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator.

**Applicant Signature:** \_\_\_\_\_

**Building Principal:** \_\_\_\_\_

**Assistant Superintendent:** \_\_\_\_\_