

2018-2019
Professional Enhancement Grant I and II
Information and Application
Updated December 17, 2018

The Professional Enhancement Grants I and II are available to all NKEA members. Due to the limited availability of funding, it is less likely that applicants will be approved in consecutive years.

Interests

The purpose of the Professional Enhancement Grant is to provide an avenue for NKEA members to enhance their individual and collective professional skills. Some of the benefits will be: 1) increased professional skills, 2) enhanced student learning, and 3) increased attraction and retention of staff. To support these interests, professional enhancement opportunities are offered through a grant process.

What constitutes a Professional Enhancement Grant (PEG) I and II?

Professional Enhancement Grants may be as unique and individualized as you and the students you serve.

- ✓ **Professional Enhancement Grant I** includes grants of up to \$2,500.
- ✓ **Professional Enhancement Grant II** includes those proposals of \$2,500 or more.

Examples of approved grant proposals include assistance with costs of advanced degrees, individualized coursework, cost of progressing from Residency to Professional certification, international exchanges (distinct from overseas job assignments), National Board Certification, internships and instructional improvement projects.

Examples of non-qualifying requests: classroom materials and/or technology items

What level of release time and/or other financial support might I expect?

If release time is requested as part of the professional growth proposal, it must be pre-approved by the Supervisor and the Superintendent (or designee). Funding for release time may be included in the grant request and will be specific to each proposal. Applicants are required to submit a complete and detailed application; incomplete applications will not be considered.

What are the guidelines?

❖ **Level I – Up to \$2,500**

1. You must submit a completed Professional Enhancement Grant Application to Human Resources no later than **4:30 p.m. on January-5 11, 2019**.
2. Upon completion of the project, grantees are encouraged to prepare a written statement of the outcomes and impact on student learning and submit it to their principal.
3. If you separate from employment for any reason, any unused funds will be forfeited.

❖ Level II – Over \$2,500

1. You must submit a completed Professional Enhancement Grant Application to Human Resources no later than **4:30 pm on January-5 11, 2019**.
2. You may be asked to do an oral presentation of the proposal to the Professional Enhancement Grant team.
3. Upon completion of the project, grantees are encouraged to:
 - Share the knowledge and skills gained with students and staff, and
 - Write a brief report on the outcome of their Professional Enhancement Grant and submit it to their principal.
4. If you separate from employment for any reason, any unused funds will be forfeited.

Is there a maximum amount for which I may apply?

There is no stated maximum amount for you may apply, however please consider that all proposals will be reviewed within the framework of total funds available (\$30,000 for the 2017-18 school year).

When will I be notified if my grant has been awarded and when/how will the funds be available?

You will be notified by letter no later than **February 18, 2019**. Instructions for accessing your funds will be included in the letter. Funds will be available immediately and **a retroactive payment of approved PEG expenditures incurred on or after September 1, 2018 may be issued.**

Who approves grant applications?

The Professional Enhancement Grants team will review the applications and make the final decisions. This team will be comprised of Association members and District administrators as follows, when available:

NKEA President or designee	Executive Director of Human Resources
Elementary Teacher	Teaching & Learning Administrator
Secondary Teacher	Elementary Administrator
Alternative Programs Teacher	Secondary Administrator
Certificated Support Staff (ESA, etc.)	
Special Education Teacher	

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Please complete the following information, have your supervisor sign, and **submit to Human Resources no later than 4:30 pm on January 5 11, 2019.**

Supervisor Signature: _____

Applicant Name: _____

Current Position: _____ Location: _____

Are you a previous PEG recipient? _____ Year(s) grant was received: _____

1. Please address the following:

A. Professional Background:

1. Precisely describe your work history, any educational committee work, and professional organizational memberships:

B. Goals of the Project:

1. Delineate the goals of the project clearly and with sufficient detail:

2. Identify and explain activities to achieve these goals clearly:

3. Explain how the project will significantly support student learning, delineating clearly and with sufficient detail:

C. Schedule:

1. Include project schedule; include detailed employee time/release requirements or leave requests; explain impact on school:

D. Budget:

1. Project Costs:

Examples include, but are not limited to course fees, materials, salary, substitute time, technology support, travel, etc. Attach additional pages if necessary.

Project Component	Cost

Project Costs/Subtotal: _____

2. In-kind Support:

In-kind support is encouraged. *Examples include, but are not limited to grants, gifts, self-funding, donations of time, etc.*

Project Support	Cost

Total other support/Subtotal: _____

Project Total Request: _____
(Total cost minus in-kind & other)

3. Should funds not be available to fully fund the project, is there a minimum amount sufficient to complete it?

- Minimum amount sufficient to complete the project: _____
- Project requires total as shown.

Required for Level II proposals:

E. Supporting Data:

1. Explain clearly the foundational research for the project. Include copies of relevant research materials, i.e., current articles, statistical studies:

F. Oral Presentation (may be requested for Level II proposals or others if necessary):

1. Project summary is clearly explained to the Selection Committee. The presenter can answer follow-up questions upon request.

Applicant Name: _____

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Evaluation

The purpose of the Professional Enhancement Grant is to provide an avenue for NKEA members to enhance their individual and collective professional skills. Some of the benefits will be: 1) increased professional skills, 2) enhanced student learning, and 3) increased attraction and retention of staff. To support these interests, professional enhancement opportunities are now being offered through a grant process.

Selection Committee: The Professional Enhancement Grant Selection Committee will include North Kitsap Education Association representatives, building principals, executive directors and the Human Resources Director.

Evaluation Criteria: The range is 1-4, with a score of 1 = developing and 4 = excellent. Each application will be scored using the following criteria:

	Score
A. Professional Background:	
1. Precisely describes work history, any educational committee work, and professional organizational memberships.	_____
B. Goals of the Project:	
1. Goals of the project are delineated clearly and with sufficient detail.	_____
2. Activities to achieve these goals are clearly identified and explained.	_____
3. Explanation of how the project will significantly support student learning is valid, delineated clearly and with sufficient detail.	_____
C. Schedule:	
1. Project schedule is included; employee time/release requirements or leave requests are detailed; impact on school is explained.	_____
D. Budget (see attached Budget Sheet) :	
1. All project costs are listed.	_____
2. Any in-kind support is listed.	_____
3. Indicates minimal amount sufficient to complete.	_____
Application Presentation:	
1. Project is submitted on time, including all components, is well organized, neatly and clearly produced.	_____
<u>Required for Level II proposals:</u>	
E. Supporting Data:	
1. Clearly explains the foundational research for the project. Includes copies of relevant research materials, i.e., current articles, statistical studies.	_____
F. Oral Presentation (may be requested for Level II proposals or others if necessary):	
1. Project summary is clearly explained to the Selection Committee. The presenter can answer follow-up questions upon request.	_____

Total