

## **Grant Guidelines for Sites**

If funding is available, the Tulsa Professional Development Committee may sponsor a competition to award grants for school professional development projects.

Application must be submitted on an official TPDC application form **by the timeline listed below**. The form is included in the appendix or can be downloaded from the professional development homepage. Incomplete forms are not eligible for consideration. Applications must follow **the proposal guidelines**.

### **Proposal Guidelines**

- The project must be tied to a need identified in your Site Improvement Plan, must align with the Tulsa Model for School Improvement and the objectives and activities must support your Site Improvement Plan. The proposed activities must be scientifically research based.
- The project must be for professional development for certified employees. Support employees, parents and community members may be included at workshops as long as there is no additional cost. Stipends may only be paid to staff members.
- The grant is for professional development and is not intended to purchase books, materials or supplies for student use. The grant may not be used to purchase food unless it is part of the meals at an out-of-town retreat. Materials and supplies for teachers to use to implement the goals of the project may be included. The grant money may be used for purchasing teacher print and/or multimedia materials, paying speaker fees and expenses, paying stipends for curriculum development, participation in action research or participation in workshops, and other expenses as approved by the TPDC.
- The maximum award to any one site is \$5000. More than one proposal per site may be submitted. Multiple proposals from a site may be funded as long as the combined budgets do not exceed \$5000.
- Sites may submit a combined proposal to leverage their resources.
- Awards to schools may not exceed the approved budgeted amount. Budgets that include stipends must allow for the cost of benefits. Any expenditure over the grant amount will be the responsibility of the site.
- The grants are intended to supplement other District professional development activities. They are not intended to send individuals or small groups to conferences or conventions or to provide technology training. Funding for these activities is available from other sources.
- All paperwork for expenditure of funds (Board Agenda items, RQ's, PD-1, etc.) is the responsibility of the site and must follow District timelines. **Out of District presenter must be approved by the Board.**

### ***Selection criteria***

Project is scientifically research-based; meets an identified need from the Site Improvement Plan (**Identify specifically which needs from Site Improvement plan are being addressed**); and the goals, objectives; and activities help meet the identified need (25 Points)

Project helps improve student achievement (20 Points)

Project includes a significant number of staff members (20 Points)

Budget and justification is complete and practical (15 Points)

Evaluation plan is realistic and tied to improving student achievement (10 Points)

Project is creative (10 Points)

### **Timeline**

Proposals received in Professional Development Office - **April 16, 2009**

Committee receives copies for review - **April 21, 2009**

Committee meets for final selection of grants awarded – **April 23, 2009**

Notification of awards to schools no later than **June 1, 2009**

**TULSA PROFESSIONAL DEVELOPMENT COMMITTEE**  
School Professional Development Project Grants  
July 1,2009-June 30, 2010

*Funding request is for:*

School Name

Person(s) submitting proposal

Approximate number of participants to be served by project

- I. Identified Need from Current Year's School Improvement Plan (A copy of the page of your Plan that identifies your need **must be attached** or your proposal will not be considered.)
- II. Scientifically-based research** that supports your proposed activity
- III. Goal(s) to be met by grant (Must align with site School Improvement Plan)
- IV. Objectives
- V. Activities with Proposed Timeline and Dates
- VI. Budget and Justification
- VII. Evaluation Plan

Principal's Signature

**Due in the Professional Development Office no later than 4:00 p.m. April 16, 2009**  
**Late applications will not be considered.**