

Fairhope Educational Enrichment Foundation Professional Development Grants

FEEF recognizes the importance of continuing education and professional development for teachers and staff in all our schools. Every year, FEEF sets funds aside for Professional Development Grants. These grants may be used to cover the expense of attending conferences or workshops, taking on-line courses (excluding credit-bearing courses), or other activities designed to improve a teacher's effectiveness, increase knowledge and enhance student learning. Any full-time faculty or staff member in the Fairhope feeder pattern may apply for Professional Development Grants, with approval from his/her principal. FEEF may award full or partial amounts of the request.

Grant Application Guidelines:

1. Share desire for this grant with the principal and gain approval for the application.
2. State as specifically as possible the nature of the project/program and the reasons for pursuing it. It is expected that the project will relate, directly or indirectly, to the participant's work in the classroom.
3. Explain the goals/objectives of this experience and how it will contribute to classroom effectiveness or to long-range improvement of the school.
4. Provide a detailed, estimated budget. FEEF will pay in advance the registration fee for a conference or workshop and can provide full or partial funding for lodging and/or travel after the trip.
5. Explain how information gained from the experience will be shared (with students, other teachers, the system as a whole?).
6. A final report must be submitted to FEEF before final reimbursement takes place.

**Fairhope Educational Enrichment Foundation
Professional Development Grant Request**

Name: _____

School: _____

Project Description: Explain your project. Please specify where the enrichment will take place, what you will do, and the time frame involved.

Goals/Objectives: What do you hope to achieve? How will your enrichment contribute to your own professional development? To that of your students or your school?

Assessment: How will you measure your success at obtaining the goals/objectives? How will you share your learning with your students or colleagues?

Budget: Are you asking for full or partial support for this project? _____

Have you requested or received funds from any other organization or institution? _____

If so, please specify _____

Total amount requested: _____

Amount requested in advance: _____

Breakdown of expenses:

Have you received a FEEF Grant for faculty development in the last five years? _____

If so, please describe and tell the amount of funding received.

Faculty Member's Signature

Date

Principal's Signature

Date

**Fairhope Educational Enrichment Foundation
Report on Use of Grant Funds**

Name: _____

School: _____

Project Description:

Budget: Please provide a final statement of grant expenditures. If your expenditures differ from the projection included in your proposal, please explain. Include receipts for expenses.

Assessment / Evaluation: In the space below, please list the goals and objectives of your project and answer the following questions: Did you meet your goals? Why or why not? What did you learn from your experience? What impact will it have on your teaching or professional development?

Dissemination: How did you share your learning experience with students or other faculty? If this sharing has not yet taken place, please submit this description to FEEF as soon as it takes place.

Please return this form to FEEF at P.O. Box 906, Fairhope, AL 36533, to receive reimbursement for remaining grant funds.