



BEST PRACTICES GRANT APPLICATION

To: Grant Applicants

The Austin Public Schools District Staff Development Advisory Committee [SDAC] invites you to submit a proposal for funding of program/activities. This form may be used for individual requests or group requests.

The process involves steps:

- ✓ Completion of the grant application
- ✓ Presentation of the grant to the SDAC by someone knowledgeable about the proposal. Proposals not presented by an individual will not be considered.
- ✓ Review of proposal by SDAC

The following criteria will be used to evaluate requests:

1. Proposal includes objectives which have a clear connection to the district staff development plan.
2. Proposal includes opportunities for educators to improve practice.
3. Proposal includes provisions for discussion, collaborating, informing and coaching one another.
4. Proposal provides for ongoing assessment of professional practice and student performance.
5. Proposal demonstrates a clear cost/benefit relationship.

At the time of application, complete the attached application form and the funding proposal summary. Return the form and proposal to the District Staff Development Advisory Committee Chair. The application will then be placed on the monthly SDAC agenda for presentation by the applicant or representative. The committee will then review your application and decide whether or not to approve your application request.

Upon completion of the program/activity, be prepared to present a summary of the experience to the committee. Questions to prepare this presentation are provided on the last page of the application.

RESOURCE ALLOCATION WORKSHEET

[Return proposals to: SDAC Chairperson]

1. Grant Applicant(s):

2. Objective:

3. District Goal(s) Pertaining to this Request:

4. Type of Activity:

5. Date(s) and Time(s) of Activity:

6. Location:

7.	Resources Needed for Activity	SD Funds	Other Funds
	a. Curriculum or Preparation Time @ (rate of pay) Number of Hours <u>\$23.50</u>	\$	\$
	b. Presentation Time @ (rate of pay) Number of Hours <u>\$23.50</u>	\$	\$
	c. Equipment / Materials	\$	\$
	d. Substitute Pay Number of staff involved _____ Number of substitutes required _____	\$	\$
	e. Consultant Fees	\$	\$
	f. Rent on Facilities	\$	\$
	g. Meals/Lodging	\$	\$
	h. Travel	\$	\$
	i. Registration Fees	\$	\$
	j. Stipends for Participants	\$	\$
	k. Other—_____	\$	\$
	TOTAL	\$	\$

**TOTAL AMOUNT REQUESTED
FROM BEST PRACTICES**

\$

† **Approved**
† **Denied**

PROPOSAL SUMMARY BEST PRACTICES GRANT

- 1. Write a brief narrative summarizing your proposal, including the objectives, district goal(s), methods of delivery, and the method of evaluation to be used.

- 2. Type directly on this form or attach your document to this sheet and return it to the chairperson.

COMPLETION SUMMARY

BEST PRACTICES GRANT

Upon completion of the activity, you will be asked to return to a District Staff Development Advisory Committee meeting to share your responses to the following questions:

1. How has the learning from the professional development activity been applied to current practice?
2. How as the learning from the professional development activity been shared with others?
3. Should the District pursue this activity in the future?