

ENRICHMENT GRANT PROPOSAL

Hanover/Dresden School Districts

Grants are to be used for purposes that will enrich the teaching of the recipients and further the educational goals of the District. Grants may be used for course work, study with an expert, research for writing books or articles, independent study, individual curriculum work, etc. In order for grant proposals to be considered, all documents listed below must be submitted with the application.

-Note that the CSDC will give preference to proposals that provide a clear link to student learning.

The packet must include:

- Cover Sheet signed by the Applicant and Principal
- Responses to the Enrichment Grant questions
- Enrichment Grant Budget Form
- Documents to support all anticipated expenses. This may include course or program descriptions, registration information, car rental, mileage map, airfare, lodging reservation rates, GSA meal rates, etc.
- If you want to apply hours spent on this enrichment grant to your staff-development hours, you must also submit a separate SDC Proposal Form.

To be reimbursed in full, a written report with evidence of how the stated goals were achieved with supporting expense documentation must be submitted and approved by CSDC within 90 days of activity completion. College and non-college credit may be awarded through the regular Staff Development policy.

ENRICHMENT GRANT PROPOSAL COVER SHEET

PROPOSAL TITLE:

FACULTY MEMBER'S NAME:

SCHOOL:

PROPOSAL SUMMARY:

APPLICANT'S SIGNATURE: _____ Date

PRINCIPAL'S SIGNATURE: _____ Date

Enrichment grant applicants must submit **one** (1) Enrichment Grant packet to the Superintendent of Schools Office by 4:00 PM on the second day of school after January 1st. Must be submitted in a PDF format and e-mailed to ryanneschoonover@sau70.org.)

ENRICHMENT GRANT QUESTIONS

1. Identify the goals guiding this proposal.
2. How will the proposal meet these goals?
3. What evidence will demonstrate that you have met the proposal's identified goals?
4. How is this proposal aligned with district and/or school goals?
5. What evidence do you have that supports the need for this work?
6. What evidence will be collected to assess impact on student learning?
7. Provide a description of the activity or activities you intend to complete to achieve your stated goals.
8. How will this learning activity impact your school's learning community? (grade level, team, and/or department)
9. Describe how you intend to share the results of your work with the professional staff.
10. What are the dates of your proposed activity? Will it require you to miss school?
11. Have you received an enrichment grant previously? If so, when?

ENRICHMENT GRANT PROPOSAL BUDGET

Expense Information: Please attach supporting documentation for each anticipated expense.

Description	Amount
Fees, Registration, Tuition	
Travel Expenses (check for current rate per mile)	
Lodging (check for current rates per GSA)	
Meals (check for current rates per GSA)	
Materials/Supplies (All teaching materials become district property.)	
Other expenses	
TOTAL (may not exceed \$5,000)	

- I do not seek an advance payment.**
- I request an advance payment of \$_____** (not more than 2/3 of the total amount and not to include the cost of substitute coverage) to documented vendor(s) that will allow me to participate in the activity. I understand that if I fail to complete the project and its evaluation, I will be liable for reimbursement of this amount to the District.

Further, I understand that upon completion of the project and submission of evaluation and receipts and/or evidence of expenses paid, I will receive the balance of the grant awarded.

Signature

Date