



# Okemos Education Foundation

## *Lee Gerard Professional Development Fellowship*

### *Application Form*

**THANK YOU for your interest in the Lee Gerard Professional Development Fellowship.**  
Please take a moment to read the information below before completing the attached application.

**Purpose:** This fellowship was established to honor Dr. Lee Gerard's strong commitment to a professional learning community through professional growth and development. It will be awarded to teachers, administrators and/or other staff members who are directly involved in instruction for projects with a clear, shared purpose focused on learning for all students. The collaboration of two or more teachers, administrators and/or other staff members is required.

**Fellowship Fund:** \$5,000 has been dedicated for each school year.

**Project Amount:** Individual projects will typically be awarded \$1,000 to \$1,500 each.

**Project Goals:** Project proposals may include, but are not limited to:

- collaborative efforts to utilize data that promote learning for all
- collaboration involving action research or a new instructional idea

#### Project Criteria:

1. Projects **must** have a building or district focus that is specifically aligned to building/district initiatives.
2. Collaboration must clearly be written into the project specify how this will be done over time to achieve the goals of the project (how, when, with whom).
3. The application clearly states how the outcomes will be shared with pertinent school groups (e.g. presentation, posting to a Web site; newsletter/newspaper article, etc.)
4. The project must clearly define specific connections to the school improvement plan and/or district strategic plan.
5. An evaluation must be part of the plan. A statement of the evidence that show how you met your goals must be included.

#### Budget Approval Criteria:

1. Requests for conference expenses will only be approved for conference registration up to \$500 per person. Other expenses related to conference attendance will be the responsibility of the participants.
2. Conferences requests much be related specifically to the goals of the project.
3. Requests to pay teachers an hourly rate for curriculum development will not be approved.
4. Substitute costs can be included in the project budget for conference attendance or to complete work related to the project.



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Project Submission: **Proposals must be approved by the building principal.**

1. A completed application form signed by the building principal must accompany the project proposal.
2. Applications will be considered throughout the year until the available annual funds are expended. Applications can be submitted by mail or email.

- Mail to: Okemos Education Foundation  
Attn: Lee Gerard Fellowship  
4406 North Okemos Road, Okemos MI 48864
- Email to: [gerardfellowship@oefsite.org](mailto:gerardfellowship@oefsite.org)

Project Approval Process:

1. A selection committee will be formed that will include a building principal, a central office representative, an OEF representative, and a teacher representative.
2. Award recipients will be notified by an OEF representative.
3. Funds will be disbursed through OPS purchase orders.



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#### Section 1 – Applicant Information

(Please Print Clearly or Type)

| NAMES OF APPLICANTS<br>(two or more) | SCHOOL | HOME ADDRESS | PHONE:<br>DAYTIME/<br>CELL | EMAIL<br>ADDRESS |
|--------------------------------------|--------|--------------|----------------------------|------------------|
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |
|                                      |        |              |                            |                  |

By submitting this fellowship application, I understand that any funds not expended will revert to the OEF.

I further understand that I must provide the OEF with documentation of how the funds were spent.

Any publicity about or promotion of the project must include a notation that the project was supported in whole or in part by the OEF Lee Gerard Professional Development Fellowship.

\_\_\_\_\_  
APPLICANT SIGNATURE/DATE

\_\_\_\_\_  
BUILDING PRINCIPAL SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT SIGNATURE/DATE

Should you have any questions regarding the application process, please email [gerardfellowship@oefsite.org](mailto:gerardfellowship@oefsite.org)



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**Section 2 – Project Information**

1. TITLE OF PROJECT: \_\_\_\_\_

2. STATE PROJECT GOALS:

3. BRIEF DESCRIPTION OF PROJECT, INCLUDE:

- Specific goals and project time line.
- Describe the nature of your project and the process you will use to achieve goals.
- Explain clearly how you will collaborate over time to achieve the goals of the project.
- Include with whom and how the collaboration will take place.
- Is there a product you hope to develop as a result of your work, if so, what is it?

4. EXPLAIN HOW YOUR PROPOSAL DIRECTLY CONNECTS TO THE SCHOOL IMPROVEMENT PLAN or DISTRICT STRATEGIC PLAN AND HOW IT WILL BENEFIT THE SCHOOL OR DISTRICT.



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#### **5. EVALUATION, PLEASE INCLUDE THE FOLLOWING:**

- What evidence will you use to show that you have met your project goals?
- What have you learned as a result of your work?
- Explain how you will publicize your results (e.g. report, presentation, newspaper or newsletter article, etc.)
- Are there any recommendations or specific applications from your work that would be helpful for others to know? Please give details.

**6. BUDGET** – please provide as much detail as possible regarding the funds requested and how the money will be spent. Please refer to current criteria.