**OEF Grant Application**

**Lee Gerard Professional Development**

(use separate application for all other grant types)

**THANK YOU for your interest in the Lee Gerard Professional Development Fellowship.**

Please take a moment to read the grant guidelines at the end of this application form.

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| **GRANT TITLE  (short, one-line description)** |  |
| **TOTAL $ AMOUNT REQUESTED** |  |
| **GRANT REQUESTOR**  **(name, building, position)** |  |
| **EMAIL ADDRESS** |  |
| **DATE of APPLICATION** |  |
| **Which OPS Leadership Team member approves this project?** |  |

Please complete the following questions to be considered for an OEF Lee Gerard Professional Development grant.

Before completing the following questions, please review the guidelines at the end of the application. **Type your answers underneath each question, using a different color font for easier visibility.**

1. Please describe the proposed professional development project. Give as much detail as possible so that we fully understand your project. Include which OPF staff members will benefit from the project and how Okemos students will benefit.
2. List the OPS faculty members, staff, and/or administrators who are part of the project’s team.
3. How is collaboration tied into the project?
4. How will project outcomes be shared within the school or district?
5. How does this project support the school improvement plan, district strategic plan or grade level content expectations?
6. Describe how you will evaluate this plan upon completion.
7. Please explain the timeline of the project including when it will begin and end.
8. How will you provide the OEF with information about the project’s outcomes?
9. How will you recognize the OEF’s contribution?
10. Project costs: Please provide as much detail as possible regarding the funds requested and how the money will be spent. If your project involves training or products, please provide website links or attach promotional brochures to help us better understand what you hope to purchase.
11. Will funds from other sources be necessary in order to implement this project? How will the additional funds be obtained?
12. Will this project require on-going funding to sustain it? If so, what is the plan for funding these on-going costs?

Email the completed application and attachments to your building principal, department director, or assistant superintendent for approval. Have that person then email the approved application to [grants@oefsite.org](mailto:grants@oefsite.org).

If you have questions about this application or the approval process, please contact [chair@oefsite.org](mailto:chair@oefsite.org). Thank you!

**OEF Lee Gerard Professional Development Grant Program Guidelines**

**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.

**Project Amount:**  Not to exceed $2,000

**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. The project must be focused on professional development for OPS faculty, staff, or administrators.

2. A team of two (2) or more teachers, administrators, and/or staff must apply.

3. Collaboration must clearly be written into the project.

4. Outcomes shall be shared with pertinent school groups through a variety of venues: presentation, posting to a Web site; newsletter/newspaper article, etc.

5. The project must support the school improvement plan, district strategic plan and/or grade level content expectations.

6. An evaluation must be part of the plan.

**Project Submission: Proposals must be approved by a member of the Leadership Team**

1. A completed application form signed by the building principal, department director, or Assistant Superintendent must accompany the project proposal.

2. Applications will be considered throughout the year until the available annual funds are expended. Completed applications should be emailed to: grants@oefsite.org.

**Project Approval Process:**

1. The grant application will be forwarded to a review committee consisting of a building principal, a central office representative, an OEF representative, and a teacher representative.

2. If approved by the review committee, the application will be presented for approval to the full OEF board at the next board meeting.

3. The OEF will contact the applicant by email to announce the board’s decision. Please note: this process could take anywhere from 2-6 weeks, depending on when the application is received in relation to the next board meeting.

4. Funds will be disbursed through OPS purchase orders.