

TEACHER ENRICHMENT GRANTS APPLICATION GUIDELINES

Award Range: Up to \$500 for Seminars/Workshops that offer professional development to AISD teachers.

Available Funding: Funding levels are determined by the Foundation Board of Directors at the beginning of each fiscal year. The total number of recipients will vary, based on the total funds available each year.

Application Deadline: 10th day of each month by 5:00 pm

If the deadline falls on a weekend or holiday, the grant application must be received by 5:00 p.m. the following school day. Electronically submitted applications will not be accepted. Applications must be delivered through campus, U.S. Mail, or in person to:

Dr. Telena Wright
800 Eagle Drive
Argyle, TX 76226

Notification of Recipients: Recipients will be notified within 3-4 weeks following the application deadline. Please allow **five (5) weeks prior** to the workshop/seminar/conference registration deadline.

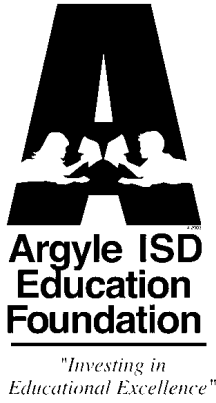
Awarding Funds: Funds for each approved Enrichment Grant will be deposited with the AISD business office after Foundation Board of Director approval, based upon the application deadline of the seminar/workshop. You will be notified with necessary paperwork. ***Recipients must adhere to all AISD purchasing guidelines.***

Grant Duration: Enrichment Grants are for approved seminars/workshops held on a specific date. If a teacher receives funding approval and leaves Argyle ISD prior to attending the seminar/workshop, the funds will be returned to Argyle ISD Education Foundation. ***If grant is approved, a summary report with copies of expenditure receipts is due to the Foundation within 2 weeks after attending the workshop/seminar.***

Applicant Eligibility: Teacher Enrichment Grants are limited to Argyle ISD teachers to participate in enrichment seminars or workshops. The Foundation will encourage only one applicant per campus to apply for a grant for the same workshop/seminar. Sharing of information with peers is encouraged.

Eligible Grant Requests: All Teacher Enrichment Grants must provide the applicant with information that can be brought back to the classroom to enrich the current curriculum. Enrichment Grant requests for conferences will also be considered. ***Teacher Enrichment Grants MAY NOT be used for college courses unless the course specifically relates to the teacher's subject area AND the professional development cannot be obtained from any other source.***

Grant Review: Prior to submittal, the teacher must obtain their principal's signature on the Grant Application Cover Sheet. Grants shall be reviewed by the Programs Committee Chairperson, the District Liaison, and/or the District Curriculum Coordinator. Also, grant requests will be reviewed by the AISD Curriculum and Instruction Department for the express purpose of assuring compliance with District Guidelines. Grants that meet the Teacher Enrichment Grants guidelines and criteria will be submitted to the Foundation Board of Directors with a recommendation of funding approval.



CODE _____
(For Office Use Only)

TEACHER ENRICHMENT GRANT COVER SHEET

NOTE: Please TYPE .

Applicant Name:

Campus:

Campus Phone:

Grade/Subject(s):

E-mail Address:

Title of Workshop/Seminar:

Date(s) of Workshop/Seminar:

Location of Workshop/Seminar:

Total Dollar Amount Requested (up to \$500):

Institution that check should be payable to:

Enrollment Deadline:

Please print application and attach information about the seminar/workshop (brochure, pamphlet.)
Submit application via campus, U.S. Mail, or in person to:

Dr. Telena Wright
800 Eagle Drive
Argyle, Texas 76226

Applicant Signature: _____ Date: _____

Principal Signature: _____ Date: _____



CODE _____
 (For Office Use Only)

TEACHER ENRICHMENT GRANTS APPLICATION

Workshop/Seminar Name:

Date(s) of Workshop/Seminar:

Total Amount of Request:

1. Briefly describe the purpose and major objectives of this workshop/seminar.

2. How will your participation in this workshop/seminar be utilized in your classroom?

3. Explain how other teachers within your curriculum area or campus will be affected because of your participation in this workshop/seminar.

4. Approximately how many students will benefit from you participation in this seminar/workshop?

5. Detail your budget request, including travel expenses. *Please include copies of any documentation or registration materials that might provide additional information/insight to the review committee.*

WORKSHOP/SEMINAR EXPENSE	BUDGET AMOUNT
Registration Fee	
Travel	
Meals	
Lodging	
Other	
GRANT REQUEST TOTAL	