



Carver Center Foundation Faculty Professional Development Grants

Description: Carver Center Foundation is offering grants of up to **\$1000** each to Carver Center faculty members* with a maximum of **\$5000** in grant money distributed each school year. The purpose of these grants is to encourage and support faculty development activities such as attending or arranging workshops or seminars for teaching improvement, conference participation, or similar supplemental training. Examples of such activities may include but are certainly not limited to certification courses, national and regional conferences, and graduate courses. The proposed activities should directly benefit the applicant's department and be shared with colleagues with the expectation that each grantee becomes a resource for their department. Covered expenses include course registration, transportation, books, and other equipment (hard items).

Application Submission: Applications will be considered four times a school year. Please refer to the current Grant Request Schedule. Applications submitted retroactively will not be considered.

Intent: Grants must be used for the purpose described in the application.

Eligibility Criteria: All Carver Center faculty members are eligible to apply.

*Those retiring or leaving Carver Center in the following 12 months during the funding period are not eligible to apply. Proposals can be submitted by individual faculty or jointly by a group of faculty members.

Matching Funds: All proposals must indicate a commitment of at least equal matching (that is, at least half of the total budget) funds from a department or other external source. Each applicant can receive a maximum of **\$1,000** during a fiscal year.

Application Requirements and Process: Applications should not exceed three (3) typed pages (double-spaced in 10-point font or higher). Handwritten applications will not be accepted.

1. Complete the cover sheet.
2. Obtain approval from the Carver Center principal and your department chairperson.
3. Describe the need for the proposed activity briefly, and explain why it requires funding from Carver Center Foundation.
4. Explain the short-term and long-term benefits of the activity regarding your teaching and your students.
5. Provide an itemized budget for the activity, and list the dollar estimates for each item.



**Carver Center Foundation
Faculty Professional Development Grant Application Cover Sheet**

1. Applicant Information

Name:	Position:
Address:	Department:
Phone number:	E-mail address:
	Years at Carver Center:

2. Title of Proposed Activity

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3. Time Period of Activity

Fall	Spring	Academic Year	Summer
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4. Budget Summary

	CCF Grant	Matching Funds	Total Budget
Program	\$	\$	\$
Supplies/ Expenses	\$	\$	\$
Total			\$

Pledge of Support:

I pledge to support the mission and goals of Carver Center Foundation and Carver Center Foundation's sponsored activities.

Applicant's Signature

Date

Department Chairperson's Signature

Date

Principal's Signature

Date

Carver Center Foundation Approval Signature

Date