



## **PROFESSIONAL GROWTH AND DEVELOPMENT GRANT**

### **Application Process**

During MPEF's 2005/06 Annual Campaign, the Foundation received an anonymous donation of \$5,000 designated for staff professional development. We are pleased and grateful that the donors continue to support teachers, administrators, and staff members who desire to further their professional growth.

As a result of this generous donor's support, we will be awarding grants of up to \$200 for each staff member meeting the grant requirements. An effort will be made to balance the distribution of these grants among the four buildings. Grant requests will be processed in the order that they are received.

An application for each grant must be completed. The professional growth activity could be in the form of a conference, seminar, lecture, book, publication, DVD series, etc. Applicants may combine their requests, if the cost of materials is greater than \$125. As with all MPEF grants, we cannot cover expenses for travel, food, or other incidentals.

The grant application must be submitted to the building principal for approval. Payment or reimbursement for expenses will be processed through the Central Office of Mattawan Consolidated School. Reimbursement may occur after an event if the timing of an activity did not allow the application process to be completed in advance. Reimbursements will be processed as soon as possible.

If you would like to apply for one of these grants, simply complete the application form and submit it to your building principal.



Mattawan Public Education Foundation

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### Application

<b>Name(s) of Applicant(s):</b>	
Name of School Building:	
Activity or materials grant would pay for:	
If attending an event, please provide the name, provider, date and location of event:	
Goals or expectations of this request (How would this contribute to your professional growth?)	
Cost of request:	
<b>Submission.</b> Please submit a copy of your application to your building principal for approval. Upon approval, the principal will forward the application to the Central Office for payment or reimbursement.	
Signature(s) of Applicant(s):	Date:
Signature of Principal:	Date: