



## **2016–2017 Teacher Educational Grant Application**

The Germantown Community Scholarship Fund, Inc. (“GCSF”) has been dedicated to helping graduating seniors finance their post high school education for over two decades. While the Fund's focus continues to be on student scholarships, the board is also committed to Germantown School District teachers for their efforts in helping these students develop.

We understand that to successfully help your students grow, you must broaden your knowledge through conferences and workshops. We also understand that limited district funding may preclude you from attempting new and creative methods of improving your students' academic performance and classroom experience. To help lessen the financial burden of your development courses and to encourage innovative classroom projects, we are offering grants of up to \$500.00 to reimburse Germantown School District teachers for costs incurred in connection with attending professional development courses that will relate directly to your students or implementing classroom and educational programs, all as described in more detail in the attached Statement of Philosophy of Awarding Educational Grants.

To be eligible for a grant, you must complete the attached application and submit it to the Germantown Community Scholarship Fund, Inc., on or before October 24, 2016. Please deliver the completed application to the GHS Counseling Office, addressed to Germantown Community Scholarship Fund.

The attached application is merely a guideline. Please describe the development course you intend to take during the current or coming academic year (or have already taken during the current academic year) or the classroom/educational program you intend to implement during the current or coming academic year (or have already implemented during the current academic year) in as much detail as possible. In addition, we would ask that you describe the benefits of the course or project, both to you and your students. Please note that grants are not available for master’s degree curriculum.

The Germantown Community Scholarship Committee will review all grant requests submitted by the deadline and select the grant recipients based on criteria established by the Committee. Grant recipients will be notified of the award as soon as possible and we plan to announce the grants at the annual Senior Scholarship Awards Night held in May.

The number and amount of grants available will be determined each year by the Board of Directors of the Germantown Community Scholarship Fund, Inc. No grant may exceed \$500.00 without the consent of the Board of Directors of the Germantown Community Scholarship Fund, Inc., and the Board may, from time to time, establish or modify the guidelines to be followed in connection with the grant program.

Unless otherwise agreed by the Scholarship Committee, grants will be used to reimburse a teacher for costs incurred upon submission of appropriate documentation evidencing the costs so incurred.



## **Statement of Philosophy for Awarding Germantown Teacher Educational Grants**

### **GRANT FUNDS**

The Board of Directors (the "Board") of the Germantown Community Scholarship Fund, Inc. ("GCSF") will annually establish the amount available for educational grants ("Grants") to one or more teachers employed by the Germantown School District. No one grant shall exceed \$500.00. The Scholarship Committee of GCSF (the "Scholarship Committee") shall establish such guidelines as it determines appropriate to govern the amount of Grants, the criteria for the award and use of Grants and the procedure for implementing the Grants.

### **BASIC CRITERIA**

To be eligible to receive a Grant, a teacher must be employed by the Germantown School District, both at the time of application and at the time reimbursement is requested.

Grants are intended to reimburse a recipient for the costs of:

- (a) approved professional development activities such as professional seminar or workshop which will benefit your curriculum;
- (b) approved educational supplies for use in the classroom; and/or
- (c) projects that will enhance the education of students or faculty within the Germantown School District.
- (d) Grants will not be given for travel/lodging expenses in association with development activities.

Grants are to be paid as reimbursement for costs incurred by the recipient and will not be paid in advance without the prior agreement of the Scholarship Committee. To the extent costs are to be advanced, the teacher may be required to agree to reimburse GCSF in the event the funds are not used as agreed.

Grants for professional development activities must be utilized for courses taken during the current or following academic year or the recipient will forfeit the Grant. Grants for other costs may be used to reimburse the teacher for costs incurred during the academic year in which the application is submitted, however, preference will be given to costs to be incurred in the academic year following the date of the award of the Grant. In any event, all Grants should be utilized during the academic year in which the application is submitted or the following academic year. Unless otherwise agreed by the Scholarship Committee, any Grants not used

within said time period will be forfeited. The Scholarship Committee may consider extending the time period within which a Grant may be used upon application by the recipient.

Grants are limited to \$500.00 per teacher per year. Grants are one-time awards. Grant recipients may apply for Grants that involve the same or similar supplies or projects; however, preference will be given to new applications.

## **APPLICATION PROCESS**

All faculty currently teaching within the Germantown School District are candidates for the Education Grant. Applications are due to the GHS counseling office by October 24, 2016. The Scholarship Committee will administer and evaluate all applications. Scholarship Committee members are not permitted to participate in the selection process if they have spouses or family members applying for a Grant. The philosophy of the Board in awarding Grants is to identify those teachers who have defined goals and plans to improve education for both students and peers in the Germantown School District.

The Scholarship Committee will review the applications in accordance with the following criteria, which may be modified from time to time by the Scholarship Committee:

**Project Design.** The application must describe the primary purpose of the Grant and its impact on the education of students and/or teachers. Classroom supplies require an explanation on how they will benefit both students and teachers. Any course/class you wish to attend requires a detailed description. To the extent a Grant is sought to reimburse a teacher for costs associated with a classroom project, the project should be described in detail, as well as the benefits of the project and the implementation plan.

**Number and Type of Students:** Applicants should clearly identify the target audience and why this course/project/supply is important to them in relation to the rest of the student/faculty population.

**Education Based:** The course/project/supply must demonstrate that it is sound in educational theory.

**Creativity:** The course/project/supply should demonstrate creative ways of teaching, learning, or engaging others in the education of children.

**Potential Impact:** The course/project/supply should identify the importance and significance for the target audience. It should also identify the intended learning outcomes.

**Consistent with the GCSF Education Grant Philosophy:** The GCSF will also evaluate grant requests for their overall support of the goals of GCSF.

## **SELECTION OF AWARD RECIPIENTS**

The Scholarship Committee will submit the results of application evaluations to the Board for approval. The Board will determine the total number of grants and amounts to be awarded based on available funds for the year.

## **ANNOUNCEMENT OF RESULTS**

Grants will be announced at the Germantown High School Senior Scholarship Awards Night. Recipients will be notified of their award and are asked to attend Senior Scholarship Awards Night held in May.

## **PAYMENT OF GRANTS**

Grant recipients are required to request reimbursement of costs incurred and will be required to provide evidence of payment of costs consistent with the grant application prior to any disbursement of the Grant.

For further information, contact the GCSF Scholarship Committee at:  
[info@germantownscholarship.org](mailto:info@germantownscholarship.org).



# **Germantown Community Scholarship Fund, Inc.**

## **Teacher Educational Grant Application**

Name:

Address:

Day time telephone number:

Email Address:

Date:

1. Please list the school, grades, and the specific courses you currently teach in the Germantown School District:

2. Please describe your **Project Design**. The application must describe the primary purpose of the Grant and its impact on the education of students and/or teachers. Classroom supplies require an explanation on how they will benefit both students and teachers. Any course/class you wish to attend requires a detailed description. To the extent a Grant is sought to reimburse a teacher for costs associated with a classroom project, the project should be described in detail, as well as the benefits of the project and the implementation plan.

Primary use of grant funds:

Please expand:

3. Please indicate the **Number and Type of Students** that the grant will benefit and the **Potential Impact** on the students/faculty in the district.

4. Please expand on how the project is sound in educational theory and demonstrates creative ways of teaching, learning, or engaging others in the education of children.

5. Please give a detailed description of the fees associated with your project.

Total Cost:

Please feel free to use additional pages as necessary.



**Germantown High School Teacher's  
Education Grant Timeline 2016–2017 Grant**

June 6, 2016	Education Grant Application available to District faculty online at <a href="http://germantownscholarhsip.org">germantownscholarhsip.org</a> and in the counseling office at GHS and the main offices of the elementary schools and middle school.
October 24, 2016	Applications due to Germantown Community Scholarship Fund, Inc.
November 4, 2016	Announcement of grant recipients
May 24, 2017	Teacher Education Grant Recognition at the Senior Scholarship Awards Night Program