



Lamar Educational Awards Foundation

Teacher TRAVEL GRANT Application

NO paper applications will be accepted. Applicants must submit proposals online via our JotForm application link. You may use this version to draft your application for review before entering it online. Please review the LEAF Grant 101 document before completing your application to ensure you have a clear understanding of the program guidelines.

Program Goals

With the support of school district personnel, the Lamar Educational Awards Foundation offers several programs which emphasize the Education Foundation's mission to enrich and maximize the quality of education in Lamar CISD. All programs will be monitored by the Foundation to ensure that they are effectively meeting the organization's mission. **The purpose of this program is not to increase performance on a standardized test. Our objective is to equip educators with tools to enhance the educational experience in the classroom.**

Grant Policies

Grants applications must meet the following criteria to be considered:

- Grant application must be submitted via our online application portal by the stated due date.
- Grant applications **should NOT** mention the teacher, principal, school name or mascot in the body or attachments of the application.

Grant Guidelines

- Grants will be awarded for up to \$500 regardless of the expense encumbered. The grant should only be used to supplement teacher's out of pocket expense for professional development travel and cannot be used to reimburse district funds or other entities.
- Grants that demonstrate a well-designed implementation plan and the potential to inspire teacher growth and student engagement will remain the primary objective.
- Applicants must submit a clear, concise plan for use of grant money including:
 - Conference/event overview
 - Itinerary of travel and estimated expense (Per diem and state rates are used to estimate travel expense.)
 - Plan for implementation or anticipated impact of the event on classroom instruction
 - Proof of registration is required before the grant check will be disbursed. Checks will be submitted as a reimbursement to the teacher payee.
 - Evaluation Form (provided by the Foundation) must be completed upon return from the event.

Note: The LEAF Grant 101 Document will provide a detailed overview of grant policies and requirements.



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COVER PAGE

The goal of the Foundation Program Allocations Committee's goal is to select projects for funding, which stimulate students' creativity and expand the existing curriculum. To ensure anonymity during the selection process, the committee members will not have access to applicants' names. **With the exception of this cover page, do not include your name or the name of your school in the body of your application.** The amount of the award is up to \$500 for an individual teacher per school year.

Name of Applicant(s):

School:

Event/Conference Title:

City, State of Event:

Date of Event:

Total dollar amount of grant request (up to \$500):

Total anticipated registration & travel expense for event/conference participation:

How much of the total anticipated registration and expense will be paid by your personal funds?

How much of the total anticipated registration and expense will be paid by Lamar CISD?

As a condition of this grant, if selected, the recipient must submit proof of registration prior to the check disbursement and complete an evaluation form (to be furnished by the Foundation) upon return.

Signature of Applicant(s): _____

Are you a participant in the LEAF Employee Giving Program? ____ Yes ____ No

Principal Approval

I certify that this would be a good use of funds for our school based on our campus needs.

Signature of Supervisor/Principal: _____



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Teacher Travel Grant Application

For Foundation Use Only

Application # _____

Event/Conference Title:

Conference/Event Overview – 45%

- Provide a detailed description of the conference or staff development event you will be attending.
- Why did you choose to attend this event and how do you anticipate it will benefit your classroom instruction?

Anticipated Outcome – 45%

- Describe your goal or purpose for attending this conference/event.
- Provide short-term and long-term objectives that you have as a result of your participation in this event.
- How will this event impact your instruction in the classroom?
- How will your participation impact other educators?

Itinerary and Budget – 10%

- Provide a detailed itemization of all costs.
- Provide an overview of your schedule while at this event.

Budget

<i>Expense</i>	<i>Total Estimated Cost</i>
Registration- Include all registration costs including pre/post-sessions, etc.	
Transportation- Please indicate travel method and estimated expense. *Note: If driving, the reimbursement rate is \$0.535/mi.	
Lodging- Please indicate estimated expense. *Note- If traveling for government (school) business, regardless of funding source, many hotels will offer the discounted per diem rate. https://www.gsa.gov/perdiem	
Meals- The district rate is \$36/day or \$18/half-day	
Other anticipated expenses (please detail):	
<i>Total anticipated expense:</i>	

Itinerary – Detail out the daily schedule you anticipate as it relates to this event. Be sure to include selected breakout sessions and any professional development activities related to this travel.



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Travel Grant Application

SCORING RUBRIC

Application #: _____

Total Score: _____

	1	3	5	Weight	Max Score	Score
Conference/Event Overview- 45%						
Detailed Description	Includes only a brief description of the event.	Includes moderate level of detail and describes how event relates to instruction.	Includes a detailed description of event, identifies the goals for attending and/or anticipated outcomes.	X5	25	
Event Selection	Lists the event title.	Lists the event title and a brief description of why this event was selected.	Lists the event title, keynote presenters, targeted sessions and/or evidence that this event will impact instruction.	X4	20	
Anticipated Outcome- 45%						
Goal/Purpose for Participation	No or unclear goal for attendance	Vague or generalized goal for attending and brief description of purpose.	Provides clear evidence that this event will enrich the educational experience or well-being of students in a creative and innovative way.	X3	15	
Impact on Instruction	No clear objective for the impact on classroom instruction	Vague or generalized implementation described as a result of attendance	A clear and precise plan is in place to directly impact the classroom instruction as a result of this event.	X3	15	
Impact on Others	No clear plan for sharing the experience or knowledge gained with others.	Vague or generalized plan to share experience.	A clear and precise plan to share learned ideas with others through team planning, staff development or other measures upon return.	X3	15	
Project Budget- 10%						
Detailed itemization	Budget provides little or no description of costs; itinerary is not complete	Provides vague or brief description of costs; limited details provided for trip itinerary	Provides specific description of costs and how money will be spent and a detailed itinerary for entire trip.	X2	10	
PROJECT TOTAL					100	

**Grants scoring below 70 will not be funded.*