PROFESSIONAL DEVELOPMENT SCHOLARSHIP APPLICATION PREVIEW

Section 1: Important Information

The Keller ISD Education Foundation will award scholarships to fund continuing education opportunities that support the professional learning goals of Keller ISD employees, including certifications, conferences, or graduate and undergraduate courses.

Key Program Dates:

> *August 1 – September 30:* Application Submission Period
> *October – December:* Application Review & Recipient Selections
> *December/January:* Recipient Notifications
> *January – December 2024:* Scholarship Fulfillment & Reporting

Eligibility:
1. Full-time employees (teachers, counselors, librarians, nurses or other full-time staff) of Keller ISD who are in good standing (according to district Human Resources) are eligible to apply for a Professional Development Scholarship. Previous recipients are eligible to apply.
2. Professional Development proposals must align with the Keller ISD curriculum and strategic plan. If it is determined that your application does not meet the criteria or align with district and/or campus goals, it will not be moved forward for consideration. Campus principals or district-level administrators must approve each submitted application.

Guidelines:

1. Applicants can submit multiple applications but will be limited to two (1) winning scholarship.
2. Scholarship proposals may not support athletics or an extracurricular activity. Scholarships are not intended to fund salary, stipends, or other non-educational expenses.
3. THE NAME OF THE SCHOOL, CAMPUS, MASCOT, OR TEACHER SHALL NOT BE PLACED ON ANY PART OF THE APPLICATION PAST SECTION 3. APPLICATIONS WITH THIS INFORMATION WILL BE DISQUALIFIED.

Selection Criteria:

1. **OBJECTIVE:** Provides specific details on the professional development opportunity, including course titles, subject matter, planned dates of study, cost, etc.
2. **PURPOSE:** Identifies how the scholarship will serve the district and support professional learning goals
3. **EVALUATION:** Describes how the recipient will share learning from this professional development opportunity with their colleagues and students. The evaluation is aligned to the stated objectives with a clear vision of short and long-term goals and outcomes.

Funding & Property Rights:

1. Applications submitted should not exceed a total ask of $1,000.
2. If an awarded project requires additional funding, the recipient is responsible for securing the additional funding through other sources.
3. Any travel expenditures paid for by the Keller ISD Education Foundation must follow the Keller ISD travel policy.

4. The cost of a substitute teacher may not be included in the overall cost of your scholarship. The recipient is responsible for working with their campus administration to see if this is an expense that the campus is willing to cover. Otherwise, the recipient will be required to utilize personal time off to cover the expense.

Responsibilities of Grant Recipients:

1. Submit the Scholarship Request Form by December 6, 2024.

Section 2: About You

1. Please choose your campus and/or department. If you float to multiple campuses, please include information about which campuses you float to. If there is a specific KISD contact other than your campus principal or district department head, please include their name, email and phone number. In the case that you are awarded a scholarship, we will need to know who we can reach out to that will help us schedule a time/location to surprise you.
2. Please choose your feeder pattern.
3. List your job title and phone number.

Section 3: Prior Approval

1. Please get approval from your campus principal or district-level administrator. Your application will be forwarded to this person for review. Once you submit your application, you will not have the opportunity to make adjustments.
2. Supervisor Name & Email Address
3. You will be required to check a box at the end of this section agreeing that you will NOT include any identifying information in the remaining sections (sections 4-6). You will NOT list any names, campuses, or mascots on any part of the application past this section (section 3).

Section 4: Objective

1. Program or Course Title
2. Dates of Study
3. Location
4. Please provide a detailed description of the program or course. (300-word maximum)
5. How much financial support are you seeking? The amount should not exceed $1,000.
6. Does your request include travel costs? If yes, how much of the total requested amount will go toward travel costs?

Section 5: Purpose

1. What do you hope to gain from this professional development experience? (300-word maximum)
2. How will this program or course stimulate student learning and engagement? (300-word maximum)

Section 6: Evaluation

1. Please provide a detailed description of how you will share your learning with colleagues. (300-word maximum)
2. How does this project align with the Keller ISD curriculum and campus goals? (300-word maximum)