



Professional Development Grant Application

- Who's eligible:** Anyone who is in the ESL/EFL field. Three Rivers TESOL membership is not required. One year of free membership in Three Rivers TESOL will be offered if the grant is awarded to a non-member.
- Purpose:** This grant will provide financial support to anyone who wishes to provide professional development activities to serve the ESL/EFL community
- Amount:** To be decided by the board each year (\$500 maximum)
- Application deadline:** April 20 (annually)
- Application procedure:** The applicant completes the application form and written proposal and submits them to president@threeriverstesol.org. The board will review the application and notify successful applicants with a check by the end of May of each year.
- Selection criteria:** Applications will be evaluated on the basis of (a) rationale, (b) relevance for ELL students, (c) objectives, (d) implementation plan, (e) how you will evaluate the success of the project, (f) plan for sharing/dissemination, and (g) budget. The applicant agrees to submit a newsletter article to Three Rivers TESOL describing his/her PD project if selected.
- Restrictions:** Grant cannot be used for (a) travel; (b) attending conferences; (c) course tuition or research projects associated with a degree program in which the applicant is enrolled; (d) testing fees.

Criteria	Possible points	Earned points
The applicant clearly states the rationale of the project.	10	
The applicant describes in detail how the proposed PD project benefits the ELL students.	20	
The applicant clearly states the objectives of the project. The objectives should be reasonable, measurable, and well-written.	10	
The applicant describes in detail the implementation plan. If the project has multiple sessions, descriptions of all the sessions are required.	30	
The applicant clearly describes the evaluation methods of the PD project.	10	
The applicant clearly states the budget plan.	10	
The applicant describes in detail how to share this experience with a wide audience.	10	
Total	100	



Professional Development Grant Application Form

Name: _____

Email: _____

Your title: _____

Your institution: _____

Your mailing
address: _____

1. Are you a current Three Rivers TESOL member? (You don't need to be.)

Yes No

2. Have you communicated your PD project idea with your school/organization administrator?

Yes No

3. If you are a teacher, where do you teach? (School name, address)

4. If you are a graduate student, where do you study? (School name, address)

5. When will the PD be provided?

6. Who will the audience be? And how many people are expected to attend the PD?

7. Do you have other sources to financially support your PD? If so, how much?

8. If I receive this grant, after I conduct my PD project, I agree to submit a newsletter article with pictures to Three Rivers TESOL describing my PD project and evaluating how it went.

Yes No

9. Submit a written proposal that includes the following sections:

- A. Rationale
- B. Significance (Relevance for ELL students)
- C. Objectives
- D. Implementation plan
- E. Evaluation methods
- F. Dissemination plan
- G. Budget