



## **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:** May 31 (annually)

**Application procedure:** The applicant completes the application form and written proposal and submits them to the President. The board will review the application and notify successful applicants with a check by the end of June of each year.

**Selection criteria:**

- 1) Outline of the goals, objectives, and rationale of the project. The goals and objectives should be reasonable, measurable, and well-written, with detailed description of how the proposed PD project benefits ELL students.

- 2) A detailed description the implementation plan and projected budget. If the project has multiple steps, descriptions of each is required. The implementation plan should include the evaluation methods used in the PD project.

- 5) A proposal for how the PD project will be shared with a wider audience.

**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.

The applicant agrees to submit a newsletter article to Three Rivers TESOL describing his/her PD project if selected.

*See the Professional Development selection criteria rubric below.*



Proposals will be evaluated according to the following rubric.

<b>Criteria</b>	<b>Points Possible</b>	<b>Points Earned</b>
<b>Project Foundation</b>	<b>40</b>	
<ul style="list-style-type: none"> <li>● rationale</li> </ul>		
<ul style="list-style-type: none"> <li>● goals and specific objectives</li> </ul>		
<ul style="list-style-type: none"> <li>● ELL student benefits</li> </ul>		
<b>Project Plan</b>	<b>40</b>	
<ul style="list-style-type: none"> <li>● detailed implementation for each phase of project</li> </ul>		
<ul style="list-style-type: none"> <li>● project effectiveness evaluation methods</li> </ul>		
<ul style="list-style-type: none"> <li>● budget</li> </ul>		
<b>Dissemination</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>● plan for sharing project results</li> </ul>		



## 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