



EDUCATOR INCENTIVE GRANTS

For Professional Development

Submission Guidelines for 2019-20

- I. There will be eleven (11) competitive professional development grants awarded in the amount of \$1,000.
- II. Grants are to be used for the performance of the project. **Funding cannot be used to reimburse the school for substitutes, compensate staff for unpaid leave or other personal time given to the project, or directly purchase student supplies and equipment, including classroom technology and class field trips.** Assistance and any needed clarification on allowable grant expenditures can be found on the Excellence in Education website at www.kresa.org/exined.
- III. All grant application submissions must be signed by the applicant(s), the building principal, and the superintendent (where applicable).
 - a. All grant applications must be submitted electronically by the applicant(s) and approved by the building principal or superintendent (where applicable).
- IV. Districts and school groups should set a deadline on or about **February 7, 2020**, for internal submissions, to allow time for the local selection process for grants that will be forwarded to Kalamazoo RESA (see below).
 - a. Online applications must be submitted by **February 7, 2020**. Applications will then be sent electronically to the building principal or superintendent for pre-approval.
- V. A local screening process is suggested to ensure that the grant applications meet the requirements and carry local endorsement and commitment for the required funding match as described below.
- VI. Each school or district must provide a **twenty-five percent (25%) dollar match** to the direct cost of grants awarded by Excellence in Education to any individual educator or group of educators in their employ. For any grant award that crosses school or district lines, the sponsoring schools or districts will need to work out a shared arrangement for the match.

Districts' online approval of Excellence in Education grant submissions will be due on or before February 14, 2020.