GUIDELINES FOR SUBMITTAL LCSD PROFESSIONAL DEVELOPMENT GRANT

Directions

Please review ALL documents prior to submitting your proposal. Check the boxes below upon completion.

Documents

☐ Application
☐ Narrative
☐ Supporting documents, program brochures, registration forms, etc.

Narrative Guidelines

☐ Times New Roman font
☐ Size 12 font
☐ Each heading with corresponding number in bold before each response
☐ Introduction
☐ NYS Professional Development Standard
☐ NYS Learning Standards / Common Core Learning Standards
☐ Job Correlation
☐ Program Description
☐ Student / Participant Outcomes
☐ Budget

Disqualifies

• Late submission (not submitted in a timely fashion)
• Application or narrative is handwritten
• Narrative is plagiarized
• Any required document / information is omitted
• Applicant is non-tenured
• Budgeted equipment or supplies are for classroom or personal use
• Budgeted salary or stipends are to pay grant recipients on a per diem, hourly or salary basis
• College courses are related to completing permanent / professional certification, new certifications or preparation for a job outside of education
• Curriculum development work or school-based training in curricular materials
• Advanced Placement training when required by LCSD for teaching AP courses (District incurred expense)
• Professional Development when required by a LCSD TIP (District incurred expense)

Submit all documents to the ULFA office (Judy Morningstar) by April 1, 2019.