Continuing Scholar Award (CSA) - Application Form

The Continuing Scholars Award provides grants of up to $2,500 to Arlington educators to support personal or professional enrichment experiences.

**What programs are eligible?**

* Experiences sponsored by professional organizations, universities and institutes, such as conferences, conventions, non-credit courses/classes, educational expeditions/trips, seminars, and workshops.
* CSAs can be used to take training that grants PDPs, but only after exhausting the district’s allowance for such training. If approved, CSAs used to earn PDPs will be for a maximum award of $1,000.
* CSAs cannot be used to pay for independent research/study projects, nor courses leading to degrees or certifications/licensures. Please check the district’s tuition reimbursement program for those instances.

**What kinds of expenses are covered?**

Any reasonable expenses for the type of program and up to $2,500, including: registration fees, tuition, materials, accommodations, and travel expenses. Awards are for the applicant only (companion expenses are not covered).

**When do I apply?**

You can apply anytime September - May. Applications received by the 25th of the month will be reviewed at the upcoming board meeting on the first Sunday of the month.

**How do I apply?**

Email the following materials in a single document to [grants@aefma.org](mailto:grants@aefma.org):

1. Complete *Cover Sheet*. Please note that, although cutting and pasting information from a program website into your application may provide the necessary background Information, it will not successfully answer the questions required of the Personal Statement.
2. A *Personal Statement* of approximately 1–1 ½ pages, answering the following questions:
   * Why have you chosen this enrichment experience?
   * How is this experience relevant to you as a learner? How does it broaden or deepen your intellectual development?
   * How will this experience make a difference to your teaching?
   * How and when will you share what you learned from the experience?
3. *Confirmation of acceptance* into program or timeline for acceptance (confirmation of acceptance can be a second document, if necessary)

**What happens if I receive an Award?**

* Funds must be used within a year of award and only for the learning experience that has been approved. It will be the grantee’s responsibility to communicate with AEF regarding any delays or conflicts.
* Grantees will be expected to:
  + Share the results of the experience with the community
  + Submit a report to AEF within six months of completing the experience
  + Participate in AEF’s publicity, educational efforts, and community outreach
  + Coordinate necessary payments and reimbursements
* Funds must be returned to AEF if grantee leaves the district within the year following the award.
* Past grantees must wait 24 months before applying for another CSA.

Continuing Scholars Award – Cover Sheet

*Please complete this form in full and submit with a Personal Statement and Confirmation of Acceptance to the program of your choice. Be as detailed as possible, so that reviewers have enough information to make a decision. Feel free to add more space than provided. AEF may contact you for additional information.*

Applicant’s Contact Information:

| Full Name: |  |
| --- | --- |
| Position (Grade, Department, school) |  |
| Mailing Address: |  |
| Email: |  |
| Phone Number: |  |

Program Information:

| Name of Program: |
| --- |
| Provider/Vendor: |
| Program Description:  *Please include dates, location, curriculum, goals, timeline for acceptance, etc. Please indicate whether this program grants PDPs, CEUs, or academic credits.* |
| Total Amount Requested: |
| Detailed Budget:  *Please include all expenses you wish covered (allowable expenses include tuition, fees, travel, materials, and room and board; non-refundable application fees are not covered). Indicate whether you are requesting reimbursement or payment, and how you will cover any expenses that may go above the award amount.* |