

## 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 25<sup>th</sup> 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:
  - o Share the results of the experience with the community
  - o Submit a report to AEF within six months of completing the experience
  - o Participate in AEF's publicity, educational efforts, and community outreach
  - o 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:
<p>Program Description: Please include dates, location, curriculum, goals, timeline for acceptance, etc. Please indicate whether this program grants PDPs, CEUs, or academic credits.</p>
Total Amount Requested:
<p>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.</p>