



# 2018-2019 Germantown Teacher Educational Grant Application

The Germantown Community Scholarship Fund (“GCSF”) is pleased that you will be applying for Teacher Grant funds this year. The GCSF has been dedicated to helping graduating seniors finance their post high school education for over two decades. While the Fund's focus continues to be on student scholarships, the board is also committed to Germantown School District teachers for their efforts in helping these students develop.

Since 2004, almost \$20,000 has been awarded in grants to deserving educators. Through the efforts of dedicated volunteers, the MudSplash Run for Fun was established in 2015 and is specifically dedicated to raise money for our Germantown educators. We are pleased to announce that the grant amount has increased from \$500 to \$1,250 in 2018!

We understand that to successfully help your students grow, you must broaden your knowledge through conferences and workshops. We also understand that limited district funding may preclude you from attempting new and creative methods of improving your students' academic performance and classroom experience. To help lessen the financial burden of your development courses and to encourage innovative classroom projects, we are offering grants up to \$1250.00 to reimburse Germantown School District teachers for costs incurred for the purchase of instructional materials as part of new, innovative educational programs and/or innovative professional development opportunities not available through school district funding, all as described in more detail in the attached Statement of Philosophy of Awarding Educational Grants.

The attached application is merely a guideline. Please describe the development course you intend to take during the current or coming academic year (or have already taken during the current academic year) or the classroom/educational program you intend to implement during the current or coming academic year (or have already implemented during the current academic year) in as much detail as possible. In addition, we would ask that you describe the benefits of the course or project, both to you and your students. Please note that grants are not available for a master's degree curriculum.

To be eligible for a grant, you must complete the attached application and submit it to the Germantown Community Scholarship Fund, Inc., on or before December 3, 2018. Please deliver the completed application to the Germantown Community Scholarship Fund, Inc. at Germantown High School: W180N11501 River Lane Germantown, WI 53022 or email to [scholarship@GCSFund.org](mailto:scholarship@GCSFund.org).



## **Statement of Philosophy for Awarding Germantown Teacher Educational Grants**

### **PHILOSOPHY AND EVALUATION PROCESS**

#### **GRANT FUNDS**

The Germantown Community Scholarship Fund Grant Committee (“Grant Committee”) will review all grant requests submitted by the deadline and select the grant recipients based on criteria established by the Grant Committee. Grant recipients will be notified of the award as soon as possible and recipients will be honored at the annual Senior Scholarship Awards Night held on May 29, 2019.

The number and amount of grants available will be determined each year by the Board of Directors of the Germantown Community Scholarship Fund, Inc. No grant may exceed \$1,250.00 without the consent of the Board of Directors of the Germantown Community Scholarship Fund, Inc., and the Board may, from time to time, establish or modify the guidelines to be followed in connection with the grant program.

Unless otherwise agreed by the Grant Committee, grants will be used to reimburse a teacher for costs incurred upon submission of appropriate documentation evidencing the costs so incurred.

The Board of Directors of the Germantown Community Scholarship Fund, Inc. (the “Board”) appoints a Grant Committee to administer and evaluate applications. The Board will annually establish the number of educational grants (“Grants”) available to one or more teachers employed by the Germantown School District. The Grant Committee shall establish such guidelines and criteria as it determines appropriate to distribute the Grants.

#### **GRANT ELGIBILITY**

To be eligible to receive a Grant, a teacher must be employed by the Germantown School District, both at the time of application and at the time reimbursement is requested.

Grants are intended to reimburse a recipient for qualified development and educational costs of:

1. Professional development activities such as professional seminar or workshop which will benefit your curriculum
2. Educational supplies for use in the classroom



3. Projects that will enhance the education of students or faculty within the Germantown School District
4. Grant proceeds may not be used for any purpose other than the payment of “qualified development and/or educational costs”. Proceeds may not be used for any other purposes.
5. Recipients receiving Grants or other similar reimbursements greater than \$1,000 from any source are ineligible to receive a Grant
6. Grants will not be given for travel/lodging expenses in association with professional development activities
7. Grants will be reimbursed for costs incurred by the recipient as agreed upon from the application.
8. Grants for professional development activities must be utilized for courses taken during the year in which the application is approved or the following academic year. Grants for other costs may be used to reimburse the teacher for costs incurred during the academic year in which the application is submitted, however, preference will be given to costs to be incurred in the academic year following the date of the award of the Grant. In any event, all Grants should be utilized during the academic year in which the application is submitted or the following academic year. Unless otherwise agreed by the Grant Committee, any Grants not used within said time will be forfeited. The Grant Committee may consider extending the time that a Grant may be used only at the time of application by the applicant.
9. Grants are limited to \$1,250.00 per teacher, per year. Grants are one-time awards. Grant recipients may apply for Grants that involve the same or similar supplies or projects; however, preference will be given to new applications.

### **SELECTION OF AWARD RECIPIENTS**

The Grant Committee submits to the Board of Directors the results of the applications. The Committee then determines the total number of Grants and amounts to be awarded based on available funds for that year.

### **ANNOUNCEMENT OF RESULTS**

Grants are awarded at the Germantown High School Senior Scholarship Night in May. Applicants will be notified in advance if they were selected. Teachers receiving scholarships are required to attend the Senior Scholarship Awards Night.

### **APPLICATION PROCESS**

All faculty currently teaching within the Germantown School District are candidates for the Education Grant. Applications are due to the GHS counseling office by December 3, 2018. The Grant Committee will administer and evaluate all applications. Grant Committee members are not permitted to participate in the selection process if they have spouses or family members applying for a Grant. The philosophy of the Board in awarding Grants is to identify those



teachers who have defined goals and plans to improve education for both students and peers in the Germantown School District.

The Grant Committee will review the applications in accordance with the following criteria, which may be modified from time to time by the Grant Committee:

**Consistent with the GCSF Education Grant Philosophy:** The GCSF will also evaluate grant requests for their overall support of the goals of GCSF.

### **PAYMENT OF GRANTS**

Grant recipients are required to request reimbursement of costs incurred and will be required to provide evidence of payment of costs consistent with the Grant application prior to any disbursement of the Grant.

Grant checks will be sent by the Treasurer of Germantown Community Scholarship Fund, Inc. pending verification of required documentation.

Recipients are required to submit the following items to the Grant Committee, W180 N11501 River Lane Road, Germantown, WI 53022 to receive their Grant check:

1. Copy of original invoices, including method of payment(s) or other documents to substantiate reimbursement of approved Grant.



# **Germantown Community Scholarship Fund, Inc.**

## **Teacher Educational Grant Application**

Name:

Address:

Day time telephone number:

Email Address:

Date:

1. Please list the school, grades, and the specific courses you currently teach in the Germantown School District:

2. Please describe your **Project Design**. The application must describe the primary purpose of the Grant and its impact on the education of students and/or teachers. Classroom supplies require an explanation on how they will benefit both students and teachers. Any course/class you wish to attend requires a detailed description. To the extent a Grant is sought to reimburse a teacher for costs associated with a classroom project, the project should be described in detail, as well as the benefits of the project and the implementation plan.

Primary use of grant funds: \_\_\_\_\_

Please expand:



3. Please indicate the **Number and Type of Students** that the grant will benefit and the **Potential Impact** on the students/faculty in the district.

4. Please expand on how the project is sound in educational theory and demonstrates creative ways of teaching, learning, or engaging others in the education of children.

5. Please give a detailed description of the fees associated with your project.

Total Cost of Project: \_\_\_\_\_ Requested Grant Funding: \_\_\_\_\_

I give my permission to use my School Year Book picture secured through the district schools and/or any pictures taken of me on the Senior Scholarship Awards Night for use by the Germantown Community Scholarship Fund, Inc. (“GCSF”) for the following purposes:

- press releases to the media regarding Grant recipients
- inclusion on the GCSF website
- inclusion in future printed publications of the GCSF
- such other use as deemed appropriate by the GCSF

I understand that I must complete the attached application and submit the application to the Germantown Community Scholarship Fund, Inc. by December 3, 2018.



I understand that if I receive notification that I am the recipient of additional Grant from some other source(s) **after** I have submitted my application, I am responsible for promptly notifying the President of the Germantown Community Scholarship Fund, Inc.

I understand that the Grant Committee reserves the right to verify information provided in my application.

I have reviewed the guidelines and questions outlined in this application workbook and affirm that the information which I will provide/have provided on the application is correct and agree to be bound by the requirements contained herein and by the policies of the Germantown Community Scholarship Fund, Inc. I understand and agree that if I receive a Grant, I may not use the proceeds for any purpose other than the payment of “qualified grant or related expenses” at an “accredited educational institution” as those terms are defined by the Internal Revenue Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to use additional pages as necessary.



**Germantown School District  
Teacher Educational Grant Timeline  
2018–2019**

November 8, 2018	Education Grant Application available to District faculty
December 3, 2018	Applications due to Germantown Community Scholarship Fund, Inc. at Germantown High School or emailed to <a href="mailto:scholarship@GCSFund.org">scholarship@GCSFund.org</a>
December 14, 2018	Announcement of grant recipients
May 29, 2019	Teacher Education Grant Recognition at the Senior Scholarship Awards Night Program