Professional Development Grant Application

The Central Jersey Music Educators Association (CJMEA) is pleased to offer schools and school districts located in Region II (as defined by NJMEA) the opportunity to apply for grants that may be used to professionally develop the music faculty in their district. Highest consideration will be given to applications that impact the greatest number of teachers.

Grant applications will be accepted and awarded on a rolling basis until our annual allocation is expended. Applications should be submitted approximately three months prior to the professional development (PD) event you are hoping to plan. This will give the CJMEA executive board time to review and allocate any awarded funding.

Please note the following:

- Grant awards will typically not exceed $750.
- Grant awards may be used to partially fund a project in conjunction with your school or other funds if we are not able to fully fund your proposed PD.
- All checks will be written to a school account. We are unable to write checks directly to teachers, presenters, companies, music booster clubs, or other individuals/companies.
- Grants cannot be requested for the purchase of equipment or supplies unless it directly relates to the PD session being proposed.

It is CJMEA’s hope that schools/districts will be able to use these funds to provide content specific professional development activities for their music teachers. This is a great opportunity to plan/provide music specific PD during teacher in-service days and other times as well.

Application

Person submitting this application: ____________________________________________________________

School name:____________________________________________________________________________

School district name:_______________________________________________________________________

Email address:____________________________________________________________________________

Phone:____________________________________________________________________________________
Your position in the school/district:__________________________________________________________

Date(s) the proposed PD would occur:_______________________________________________________

Number of teachers that would participate:_________________________________________________

Grade levels the participating faculty teach (check all that apply):

___Pre K
___Elementary
___Middle school
___High school

Please describe the proposed professional development project you are requesting grant money for. Be specific as to the topics that will be addressed and the benefits this will have for the music faculty in your school/district. If this entails bringing in a guest presenter, please include who the presenter is and a brief description of their qualifications and background.
Amount requested:_______________________

Please provide a budget for the proposed PD that shows where your requested amount comes from and what it totals to. An example is included below.

SAMPLE BUDGET:
- Guest speaker honorarium: $250
- Guest speaker’s hotel room for 2 nights: $115/night x 2 nights = $230
- Guest speaker’s airfare: $255
- TOTAL REQUEST: $735

Thank you for supporting the growth of our region’s music teachers. Please submit this application to the president of CJMEA, Mr. David Westawski. You can email it to dwestawski@cjmea.org. Mr. Westawski will then submit to the CJMEA board for review and be in touch with a response.