



### **Professional Development Grant Application (2016-17)**

The Central Jersey Music Educators Association (CJMEA) is pleased to offer school districts located in region 2 (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 3 months prior to the professional development event you are hoping to plan. This will give the CJMEA executive board time to review, approve, and issue a check.

#### **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 this is not enough to fully cover it.
- All checks will be written to a school district account. We are unable to write checks directly to teachers, presenters, companies, music booster clubs, or other individuals.
- Grants cannot be requested for the purchase of equipment or supplies unless it directly relates to the professional development session being proposed.

It is CJMEA's hope that school 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 or other times.



**Application**

Person submitting this application: \_\_\_\_\_

School name: \_\_\_\_\_

School district name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Your position in the school/district: \_\_\_\_\_

Date(s) the proposed professional development 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

Administrative Approval:

Please have a school administrator (principal or supervisor) sign below. By signing, the administrator is agreeing to allow the proposed professional development to take place should the grant be approved. Additionally, the administrator is agreeing that all funds from this grant will be used to support the proposed professional development. If any funds go unused, they must be returned to CJMEA. It is ok if the administrator and the person submitting this application are the same person (for example, if a supervisor of music is the person applying for the grant).

Administrator's Name (please print): \_\_\_\_\_

Administrator's Position: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_



### **Proposal Description**

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 on 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.



### **Budget Request**

Amount requested: \_\_\_\_\_

Please provide a budget for the project that shows where your requested amount comes from and what it totals to.

As an example:

- *Guest speaker honorarium: \$300*
- *Guest speaker's hotel room: \$175*
- *Guest speaker's airfare: \$230*
- *TOTAL REQUEST: \$705*

BUDGET:

Thank you for supporting the growth of our region's music teachers. Please submit this application to the president of CJMEA, Mr. Adam Warshafsky. You can email it to [awarshafsky@cjmea.org](mailto:awarshafsky@cjmea.org). Mr. Warshafsky will then submit to the CJMEA board for review and be in touch with a response. You may also reach out to him with any questions you have regarding the application process.