

Priscilla & Ellis D. Slater Excellence in Teaching Awards
at the
Polk County Community Foundation
2012 Guidelines

“In 1982 my grandfather left funds to the *Polk County Community Foundation* to be used expressly for the benefit of teachers in our community school systems. The Community Foundation has expertly managed these funds these many years providing the Slater Committee the opportunity to annually offer grants to teachers who intend to improve their teaching skills to the benefit of their students.”

David S. Slater
Grandson of Priscilla and Ellis D. Slater

Purpose: The Priscilla & Ellis D. Slater Excellence in Teaching Awards program strengthens the public school system within the Polk County and Landrum communities by encouraging the professional growth and development of local classroom teachers.

The Slater Awards encourage classroom teachers to participate in opportunities to develop their skills and utilize innovative teaching techniques in the classroom by funding travel experiences which relate to the subjects they teach, attendance at conferences or institutions, work on advanced degrees, and other broadening projects. The proposed project should be applicable to the improvement of the instruction of our community’s students.

Who is eligible? Classroom teachers and librarians in Polk County and Landrum public schools who work directly with students. (Classroom assistants and aids as well as those seeking administrative degrees or skills are not eligible for funding.)

What types of grants may be awarded? Many teachers have used their grants to work on Master’s degrees directly related to their classroom instruction. Others have received grants to attend professional conferences in their teaching fields. Still others have participated in or created unique educational trips which enabled them to bring back to the classroom their personal experiences related to the curriculum. Consider the opportunities and possibilities of what you could do with a grant to improve your teaching skills and classroom impact. All projects shall directly affect and enhance classroom performance.

Application Format: Applications must be submitted according to the instructions provided. Some sections require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete. If you have any difficulty completing the application, please contact the Director of Grants for assistance well in advance of the deadline.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants at the Polk County Community Foundation. You may visit us at 255 South Trade Street, Tryon, NC or at www.polkccf.org; call 828-859-5314; or email: grants@polkccf.org.

Dates and Dollars: For application deadlines, interview dates and available dollars, please see the Dates and Dollars sheet available online and in our offices.

Guidelines for the Award

Your Application: Each teacher must submit his or her own complete application. (No group applications.)

Travel Expenses: Detail all of your anticipated travel expenses in your Project Budget. Note the required forms to be used.

Reimbursement by School System: If your school system may reimburse part of your tuition or other costs, show this reimbursement with the itemized cost portion of your proposal. Polk County teachers applying for grants for graduate courses are expected to indicate eligibility for reimbursement by the Polk County school system if any funding is available from the school system.

Your Contributions: Please indicate additional funds, if any, you anticipate contributing to the project on the itemized cost portion of your proposal.

Costs Not Funded: Commuting travel, books, school registration fees, interest, costs which are eligible for reimbursement by your school system, and substitute teacher pay are not funded.

Grants are not awarded for expenses already incurred, or events that will occur before the notification date. All events must occur within one year of the notification date.

Master's Degree: Limit Funding to the Next Two Semesters. Normally, Slater grants will be limited to the next two semesters of classes for master's degrees. (For example, grants may be awarded in March for the summer and the fall but not for the following spring.) Teachers are encouraged to apply for additional grants as needed to complete their coursework. The purpose of this limit is to check on the teacher's progress with the coursework, to confirm his or her continuing employment with a local school system and to learn more about the teacher's improved classroom teaching resulting from the grant for education.

Two Classes Per Semester Limit. Slater grants shall fund no more than two classes per semester towards the teacher's master's degree. The purpose of this limit is to encourage the teacher to focus on teaching in his or her own classroom. Slater grants may fund more than two classes during the summer when the teacher is not teaching classes.

Interviews

Community Foundation staff will notify you of your tentative interview time at the address or phone number or email set forth in your application. The Educators Committee expects to interview all applicants being considered for awards; however, there may be policy concerns or an unusually large number of applicants which keep the committee from interviewing you. If we need to cancel your interview appointment, we will notify you two days in advance.

Priscilla & Ellis D. Slater Excellence in Teaching Awards Program
at the
Polk County Community Foundation
2012 Application

I. COVER PAGE: (must be submitted using this form)

Name: _____

Current position with school: _____

Years in current position: _____

Principal's Name: _____

School's Name & Address: _____

School's Phone Number: _____

Home Address: _____

Home Phone Number: _____

Email: _____

Project Title: _____

Total Grant Project Budget: \$_____

Total Grant Request: \$_____

II. PERSONAL INFORMATION:

- ✧ Submit a chronological list of post secondary degree work including institutions attended and degrees received.
- ✧ Submit a chronological detailed employment history. If employed in education, include grades or subjects taught and names of school, and number of years in positions.
- ✧ List all previous Slater awards.
- ✧ Where and what do you plan to teach for the next five years?
- ✧ Optional: List teaching awards or other job related recognition.

III. PROJECT DESCRIPTION:

Describe your project and include the following:

- ✧ The details of your educational project.
- ✧ An explanation of why you wish to do this project and how it relates to the education of the students in your classroom.
- ✧ Strategies for implementing your new skills and information into the classroom.
- ✧ Expected learning outcomes.
- ✧ Pamphlets and brochures should be included for trips and conferences.
- ✧ Dates of coursework or experience.

IV. LETTER OF RECOMMENDATION:

You must provide a letter of recommendation from either the principal of your school or the superintendent. Please have the evaluator put the letter in a sealed envelope with his or her signature across the seal before returning it to you. If a person is reluctant to give an evaluation directly to you, please call the Community Foundation for assistance.

The letter from your school principal or superintendent should indicate how your project contributes to your professional growth and development as a classroom teacher.

V. PHOTOGRAPH:

Head/shoulders photo of sufficient quality to use in our news releases. Please write your name on the back of your photo.

VI. GRANT PROJECT BUDGET:

- ✧ Using the form included, submit a detailed Project Budget itemizing all proposed expenditures for your proposal. The Project Budget should match the cover sheet figures. Refer to additional instructions in the “Guidelines for the Award” section.
- ✧ There are required forms for master’s degree classes and for conferences.

**This is the required form that must be submitted for master's degrees.
Please include all classes planned in each semester.**

Your Name: _____

Seeking a master's degree in _____
(e.g. Early Childhood Education)

Seeking a master's degree from: _____
(e.g. Converse College)

Grades taught now: _____

Subject(s) taught now: _____

Semester	Number of classes	Credit Hours	Total Tuition	Other Scholarships or Reimbursement by Polk County
Summer, 2012	2	6	\$1,200	N/A
Fall, 2012	1	3	\$600	N/A

Example

Example

Total Tuition Request: \$ _____

This is the required form that must be submitted for conferences.

Your Name: _____

A. Conference Registration: \$_____

Name of Conference: _____

Dates of Conference: _____

(include times for opening and closing sessions)

Location of Conference: _____

B. Hotel (include taxes and fees): \$_____ x _____ (# nights) = \$_____

C. Travel to Conference:

1. Flight Expenses (if flying to conference):

a. Airfare and luggage fees for first bag: \$_____

b. Travel to/from airport (choose i or ii):

i. If driving to airport; round-trip mileage to/from airport:

_____ miles x 0.40 = \$_____

ii. If other: _____ (mode of transportation) \$_____

c. Parking at airport: \$_____

d. Airport Shuttle to/from hotel \$_____

e. Which departure airport do you plan to use? _____

2. Driving Expenses (choose a or b if driving to conference):

a. Round-trip mileage to/from conference: _____ miles x 0.40 = \$_____

b. Car rental and estimated gas: \$_____

D. Per diem for meals: _____ per day x _____ (# days) = \$_____

E. Other (list):

_____ \$_____

_____ \$_____

_____ \$_____

Total Grant Request: \$_____

The Foundation shall calculate mileage reimbursement at 40¢ per mile. A per diem for meals means that the total allowed per day for meals is the per diem amount. Unused money from one budget category on this list, including per diems, shall not be carried over and available for other budget line items.

VII. OPTIONAL SUPPLEMENT:

If you would like, you may add up to three pages of information to supplement your application.

VIII. REQUIRED EVALUATIONS FOR SUCCESSFUL APPLICANTS

Applicants whose proposals are funded are required to submit to the Community Foundation a written summary of the project and its impact on teaching and learning in the classroom as well as receipts. Slater recipients will receive a copy of the evaluation form with their grant letters.

IX. SIGNATURE:

I certify that all the information contained in this proposal is true and complete to the best of my knowledge. Signing below indicates that I have read and understand the following:

Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package. If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

Signature

Date

Current Teaching Position: _____

**Please submit applications to:
Polk County Community Foundation
255 South Trade St.
Tryon, NC 28782**