



2024 GUIDELINES SLATER EXCELLENCE IN TEACHING AWARDS

Introduction

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, and other broadening projects.

How to apply

Use the Slater application attached to these guidelines. This editable .pdf application is available online at www.polkccf.org, on the “Applications” page. All Slater applications must be emailed to slater@polkccf.org.

Who is eligible?

Only certified classroom teachers and media specialists in Polk County and Landrum public schools who work directly with students and who are the primary teachers responsible for the classroom are eligible. Media specialists must teach regularly scheduled groups of students in order to be eligible. Classroom assistants, aides, counselors, administrators, as well as those seeking skills, knowledge, or conferences unrelated to their own current classroom teaching are not eligible for funding.

Please note that the Foundation also offers scholarships for adults going back to school, which has different criteria for awards. Please contact our office for more information.

What types of grants may be awarded?

- Conferences: Teachers may apply to attend national conferences in their content area. Many teachers who used Slater awards to attend professional conferences in their field have reported that the experience was highly beneficial and helped them connect with teachers and resources that improved their classroom teaching. We encourage you to research national conferences in your field and plan ahead for the next available opportunity to attend with the help of a Slater grant. You may even apply for a conference offered in the following year, using budget estimates based on past conference costs.
- Educational Travel: Teachers may apply for a Slater grant to create unique educational trips which enable 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 teachers' own classroom performance.

Application Deadline

The 2024 Slater Excellence in Teaching Awards application deadline is **Monday, January 29, by 5:00 pm.**

Interviews & Award Decisions

- Interviews may be scheduled **March 4-7, 2024.** You will be notified of your tentative interview time at the address or phone number or email set forth in your application. The 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 as soon as possible.
- Grant decisions will be available by **Thursday, March 28, 2024.**

Additional Application Hints and Requirements

Please refer to the signature page on the application.

Questions?

For additional information concerning the application process, timing of awards, or help with your unique situation, please contact the Grants and Community Partnerships Coordinators Ronette Dill at rdill@polkschools.org or Cindy Riddle at criddle@polkschools.org.

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.)

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: Degrees and certifications, such as Master's degrees or National Board Certifications.

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.



2024 APPLICATION SLATER EXCELLENCE IN TEACHING AWARDS

I. COVER PAGE:

Your Name: _____

Your Home Address: _____

Your Home Phone Number: _____

Your Email: _____

School's Name: _____

Principal's Name: _____

Current position at your school: _____

Years in current position: _____

Are you full-time at your school? Yes No

If not, please explain: _____

Are you a full-time classroom teacher with a group of students who are scheduled to be taught by you at least twice a week? Yes No

Explain your interaction with students: _____

Project Title: _____

Total Grant Project Budget: \$ _____

Total Grant Request: \$ _____

Will this educational opportunity enable you to improve teaching in your current classroom position, as required by the Slater criteria? Yes No

II. PERSONAL INFORMATION:

1. Submit a chronological list of post-secondary degree work including institutions attended and degrees received.

2. 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.

3. List all previous Slater awards.

4. **Future Teaching Plans:** Where and what do you plan to teach for the next five years?

5. **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, including dates.
- 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.
- Background information from websites, brochures, or other sources should be included as attachments for trips and conferences.

IV. LETTER OF RECOMMENDATION:

A letter of recommendation from either the principal of your school or a district director is required. Please instruct the evaluator to send a recommendation in the format of their choosing directly to the Foundation by email to: slater@polkccf.org.

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

V. GRANT PROJECT BUDGET:

Submit a detailed Project Budget itemizing all proposed expenditures for your proposal. The Project Budget should match the figures on your cover sheet. Refer to additional instructions in the “Guidelines” section.

You must use the required budget forms included with this application.

VI. INTERVIEWS

Interviews are mandatory and will occur between **March 4-7, 2024**. You will be contacted with more information about your interview date and time.

VII. OPTIONAL SUPPLEMENT:

If you would like, you may add up to three pages of information about your project by emailing it with your application.

VIII. REQUIRED EVALUATIONS FOR SUCCESSFUL APPLICANTS

Applicants whose proposals are funded are required to submit a written summary of the project and its impact on teaching and learning in the classroom as well as receipts to the Community Foundation. Slater recipients will receive a copy of the evaluation form with their grant letters. Grant reports are considered by future committees when making new awards.

IX. SIGNATURE:

I certify that the information contained in this proposal is true and complete to the best of my knowledge. I agree to the terms of this grant as detailed in the application guidelines and my proposal.

Signing below indicates that I have read and understand the Additional Application Hints and Requirements described below.

I certify that my electronic signature is intended to be my legally binding equivalent of my traditional handwritten signature.

Teacher's Signature

Date

Printed Name

Additional Application Hints and Requirements:

General Application Requirements: Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, and applications that do not follow all instructions shall not be considered for funding. Applications must be completed electronically by typing responses into each applicable field and submitted by email to slater@polkccf.org.

Application Review: If you wish, you may schedule an appointment well in advance of the deadline with the Grants and Community Partnership Coordinators, **Ronette Dill** or **Cindy Riddle**. Please email rdill@polkschools.org or criddle@polkschools.org to schedule an appointment. During your appointed time, you may ask to have your application certified as being turned in on time and complete. Please note, the Grants and Community Partnerships Coordinators do 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.

**All Slater applications,
including required attachments,
must be submitted by email to:
slater@polkccf.org**

CONFERENCE BUDGET FORM

Your Name: _____

A. Conference Registration: \$ _____

(Note: Grant funds may be used to join an organization to reduce registration costs)

Membership Fee to Join Organization \$ _____

Name of Conference: _____

Dates of Conference: _____

(include times for pre-conference, opening and closing sessions, etc.)

Location of Conference: _____

B. Travel to Conference:

1. Flight Expenses *(if flying)*

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 0.625 = \$ _____

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

c. Parking at airport *(if applicable)*: \$ _____

d. Airport Shuttle/Cab to/from hotel and tips \$ _____

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

2. Driving Expenses *(if driving, choose a or b)*:

a. Round-trip mileage to/from destination(s): _____ miles x 0.625 = \$ _____

b. Car rental and estimated gas: \$ _____

C. Lodging *(rate plus taxes and tips):* \$ _____ x _____ (# nights) = \$ _____

Actual expenses up to \$200/night will be eligible for grant funds.

It's expected that you will secure the conference lodging rate, when available, and be mindful of donor dollars.

D. Per diem for meals: \$50 per day x _____ (# days) = \$ _____

E. Other (list):

_____ \$ _____

_____ \$ _____

Total Grant Request: \$ _____

EDUCATIONAL TRAVEL BUDGET FORM

Your Name: _____

Dates of Travel (*estimate if unknown*): _____

Destination(s): _____

A. Travel to Destination(s):

1. Flight Expenses (*if flying*)

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 0.625 = \$ _____

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

c. Parking at airport (*if applicable*): \$ _____

d. Airport Shuttle/Cab to/from hotel and tips \$ _____

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

2. Driving Expenses (*if driving, choose a or b*):

a. Round-trip mileage to/from destination(s): _____ miles x 0.625 = \$ _____

b. Car rental and estimated gas: \$ _____

C. Lodging (*rate plus taxes and tips*): \$ _____ x _____ (# nights) = \$ _____

Actual expenses up to \$200/night will be eligible for grant funds.

It's expected that you will secure teacher, government, or other discounted lodging rate, when available, and be mindful of donor dollars.

D. Per diem for meals: \$50 per day x _____ (# days) = \$ _____

E. Other (list):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Grant Request: \$ _____