



TEACHER/PARAPROFESSIONAL ENRICHMENT GRANT

APPLICATION GUIDELINES

Award Range: Up to \$500

Application Deadlines: 10th day of each month by 5 p.m.

If the deadline falls on a weekend or holiday, the grant application must be received by the following school day. Please allow at least **5 weeks prior** to the workshop/seminar registration deadline, since only the least expensive (early registration) fee will be paid.

Notification of Recipients: Within 2 weeks following the application deadline.

Applicant Eligibility: Only one applicant per campus may apply for a grant for the same conference/workshop/seminar. The least expensive (early registration) fee will be paid.

Eligible Projects: All projects must provide the applicant with information that can be brought back to the classroom to enrich the current curriculum. Sharing of information with peers is encouraged. **Teacher/Paraprofessional Enrichment Grants may not be used for college courses, conventions, accommodations, meals, or travel to and from workshops/seminars.**

NOTE: Please type or print clearly.

Applicant Name: _____ Subject & Grade Level if applicable: _____

Email Address: _____ Campus #: _____

Campus: _____ School Phone: _____

Title of Workshop/Seminar: _____

Date(s) of Workshop/Seminar: _____

Location of Workshop/Seminar: _____

Total Dollar Amount Requested (up to \$500): _____

(ISF will pay up to the initial registration fee – no late registration)

**Please attach information about the seminar/workshop (brochure, pamphlet, flier, etc.)
showing verification of registration amount and seminar/workshop information.**

Return original application and 2 copies to:

972-600 -5018 office
972-215 -5019 fax

Irving Schools Foundation
Administration Building
2621 W. Airport Freeway
Irving, TX 75062

Date Received _____
REVISED September 10, 2009

Applicant Name: _____ Campus: _____

Title of Workshop/Seminar: _____

1. Describe the purpose and major objectives of this workshop/seminar. (10 points)
2. Describe your purpose in attending this workshop/seminar. (25 points)
3. Explain how other teachers/paraprofessionals within your curriculum area or campus will be affected because of your participation in this workshop/seminar. (20 points)
4. How will your participation in this workshop/seminar be utilized in your classroom or campus? Please indicate the number of students and/or how your campus will be impacted from your attending this workshop/seminar. (20 points)

Applicant Name: _____ Campus: _____
Title of Workshop/Seminar: _____

5. How does this workshop or seminar fit into your campus or curriculum? Please describe how the information you gain from attending this conference will benefit your campus and/or curriculum. Please describe your plan on sharing this information (ex: department meeting, faculty meeting, etc.) (25 points)

6. Have you previously been awarded a Teacher/Paraprofessional Enrichment Grant? Yes No
If yes, please provide workshop name, date and amount awarded.

Workshop Name _____

Date _____

T/PEG amount awarded _____

7. Detail your budget request.

Please attach copies of any registration materials that provide verification of the workshop date and cost and will provide additional information or insight to the review committee.

Applicant Signature: _____ Date: _____
Principal Signature: _____ Date: _____