



Call for Professional Development Grant Proposals

The Maryland TESOL Grant Committee votes for the grant proposal which appears to be the most promising and which best aligns itself with the goals of the Maryland TESOL Professional Development Grant. The Maryland TESOL Executive Board reserves the right to not award grants if the proposals do not meet the standards and adjust budgets to align with Maryland TESOL policies.

I. Key Dates

Proposal Submission Deadline:	April 6 th
Notification:	May 5 th
Proposal Selection Announcement:	Annual Spring Dinner & Meeting
Grant Effective:	May of current year through the following May
Impact Report:	1) Progress Report after 6 months to the Maryland TESOL Board AND 2) Final Report at Annual Spring Dinner & Meeting and End result presented in the Newsletter OR 3) Present at Annual Fall Conference (in consultation with President)

II. Purpose

The purpose of the Maryland TESOL Professional Development Grant is to enhance members' involvement and presence in the field of ESOL and for the betterment of shared communities. The goal of this grant is to fund projects and initiatives which cross-cut a variety of agents (educators, students, administrators, etc...) and our extended communities. Successful grants will serve to connect and enhance these various communities through teachers' initiatives. The grant will help reshape the role of the grantee in both his/her profession and society for the betterment of all.

III. Specifics

Successful proposals should achieve one (or more) of the following goals:

1. Seek to expand the role of the grantee in his/her area of expertise
2. Enhance intercultural endeavors which build communication and relationships
3. Interact with Maryland TESOL's extended communities (e.g. family involvements, after-school projects)



4. Make positive impact on ELLs and/or teachers

Grant awards range **up to \$1,000**. **Proposals have to be justified by a line item budget breakdown.** Simply requesting the maximum funds without reasonable justification is not acceptable.

IV. Eligibility & Selection

1. The principal applicant **MUST** be a member of Maryland TESOL in good standing during the year the grant will be awarded.
2. All grant proposals will be blind reviewed.

V. Professional Development Grant Application Procedures

- The deadline for the proposal is **April 1st of the current year**. (11:59 p.m., EDT).
- All applications **MUST be submitted** through the website.
- If multiple copies of an applicant's proposal are submitted, only the first one received will be processed.
- Acknowledgement of the receipt will be sent within three business days to the e-mail address provided by the applicant when the application is submitted.
- If an applicant has not had the application submission acknowledged within three business days of sending it, please contact president@mdtesol.org using the subject heading "**(Year) PD Grant Application Received?**".
- Late submissions will **NOT** be reviewed.
- Applications that are submitted must comply with the required proposal format located at the end of this document. Applications that do not follow these specifications or are incomplete will not be considered. Applicants may not exceed the word limit indicated for each section of the proposal.

VI. Possible Reasons Proposals Are Not Funded

- The proposal does not fit with the Professional Development Grant specifications and guidelines outlined in this document.
- The proposal has not been carefully proofread.
- The proposal is poorly written or incomplete.
- Graduate student research does not qualify for the grant.



VII. Professional Development Proposal Application Guidelines

1. Personal Information

- **Name**
- **Affiliate/School**
- **Role**
- **E-mail Address**
- **Phone**
- **Mailing Address**
- **Name(s), affiliate(s), and role(s) of additional participants**

NOTE: It is crucial that contact information is correct.

2. Project Summary

- **Project Title**
- **Summary (maximum 300 words):** The summaries of successful proposals will be made public on the Maryland TESOL website.

3. Detailed Proposal

- **Statement of Project (maximum 300 words):** State the focus of the project.
- **Applicant Background (maximum 300 words/applicant):** Integrate within this section, short paragraphs describing relevant background knowledge and experiences that you may have that qualify you to undertake such project.
- **Significance & Measurable Impact (maximum 300 words):** Provide a statement of the significance and the likely implications of the proposed project.
- **Expected Total Amount (maximum 300 words):** Explain how the Professional Development Grant will allow for the successful completion of the project.
- **Timeline:** Provide a clear timeline in weeks or months of the tasks and events that will be completed.
- **Plans for Dissemination (maximum 300 words):** Include all venues where you will advertise information about your project and the events you will organize. The Maryland TESOL Professional Development grant must be acknowledged in all types of dissemination.

4. Detailed Budget and Brief Rationale

- **Itemized Expenses (*e.g. transportation, dissemination, supplies, and other expenses*):** Please be as specific as possible.
- **Expected Cost:** Please write in US dollars.
- **Rationale:** A brief rationale is needed for all budget items.

NOTE: Please note that the purchase of hardware and software is not an allowable budget item.