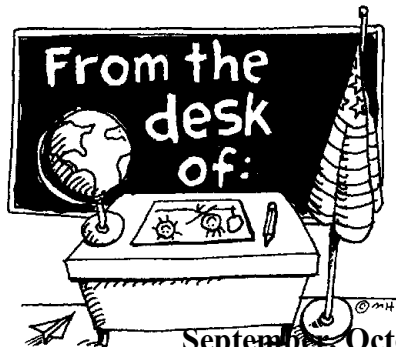


K.P.B.S.D. Career Development

2024-25 Certificated Grant Application



Grant Application Timeline

**September, October, November Conferences
(Application must be received by September 30)**

**December, January, February Conferences
(Application must be received by December 30)**

**March, April, May Conferences
(Application must be received by March 31)**

**June, July and August Conferences
(Application must be received by May 5)**

ALL Application Deadlines are FIRM

HOW TO APPLY FOR A 2024-25 CAREER DEVELOPMENT GRANT

1. Complete the attached application and return it to Emily Nicholson via email: ENicholson@kpbsd.k12.ak.us
2. The Career Development Committee reviews completed applications on a first come first served basis, and the Assistant Superintendent of Instructional Services grants final approval. **Allow 30 days for processing.**
3. If approved, the individual may make arrangements for advance payment with Natalie Bates, Administrative Assistant, Assistant Superintendent's office.

CAREER DEVELOPMENT GRANT GUIDELINES

The Career Development program provides opportunity for a tenured, certificated employee of the Kenai Peninsula Borough School District to apply for a grant to cover an educational experience that will improve District student programs or services occurring during the instructional day (**extracurricular is not included**). You may not apply if you have been granted these funds during the preceding school year. (Grants are allowed once every other year.) The 2024-25 Career Development grant maximum is \$3,500. No more than two people from one school will be approved for a grant to any one conference. If it is a large conference, speak with Emily Nicholson.

There are five components to the grant application:

- Part I:* Read and sign the *General Information and Assurances* page. Your principal must sign this page, thereby approving your application.
- Part II:* Complete the *Description* page. Describe how the activity you wish funded responds to needs in your class, subject, grade level, school, or the District. Attach a copy of the PDF of what courses, sessions you are attending.
- Part III:* Complete the *Leave and Budget* page.
- Part IV:* After you return from the grant activity, complete your *Grant Report and Evaluation* within 30 days. Also, your suggestions for improving the Career Development program are encouraged.
- Part V:* **SAVE ALL RECEIPTS.** Complete the Career Development Statement of Expenses and return along with your receipts to Natalie Bates, Assistant Superintendent's office.

Your Career Development grant is more likely to be approved if:

1. The activity applies to subject areas you currently teach.
2. You participate as a District presenter. The Staff Development office will contact you.
3. Your grant application defines a specified, scheduled program. Visits to schools are not considered a scheduled program.
4. Your application does not involve participation in a sponsored tour or regular or summer college session. Applications that define an individual study tour or include participation in a special college program will be strictly reviewed.
5. You do not have access to other District monies for travel or conferences.
6. **Applications must be approved BEFORE the date of the conference. All application deadlines are firm.**
7. Travel is restricted to North America.
8. The application is complete when leave is approved. Use of Instructional Leave Day and Instructional Leave Bank is encouraged. Incomplete applications will not be considered.

These conditions are guidelines, and any exceptional proposal may be submitted for review and consideration. However, **the following items will not be funded:**

- | | | |
|-------------------------|---|------------------------------|
| 1. Academic credit fees | 3. Car rentals * | 5. Baby-sitters or childcare |
| 2. Food allowances | 4. Housing costs beyond one week (7 days) | 6. Class materials |
| 7. Membership Fees | 8. Air B&Bs | 9. Certification |

*Except in-lieu of housing when car rental is less costly, or transportation to/from airport and conference site cannot be arranged economically. Exceptions must be preapproved.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

CAREER DEVELOPMENT GRANT APPLICATION

PART I—GENERAL INFORMATION AND ASSURANCES

Applicant's Name: _____

Mailing Address: _____

School: _____ Phone No.: _____ Position: _____

Grade Level or Subject(s) Taught: _____

Conference or Project Title: _____

Sponsoring Organization: _____

Location: _____ Attendance Dates: _____

Dates gone from District _____

Assurances—**initial** to the left of each statement:

_____ I am a tenured, certificated staff member and have not received Career Development funds during the previous school year.

_____ I will be a District employee for one year after any Career Development grant award based on fiscal year (no year-long leave of absence), or I will reimburse the District the full amount awarded.

_____ I agree to submit a plan and participate as a presenter for dissemination of knowledge, skills, or information resulting from the grant award.

_____ I agree to stay within the total budget as approved and submit the Statement of Expenses and receipts to the Assistant Superintendent's office within **30 days** of my return. I understand that **only** allowable budget items will be funded. If a room is shared with another participant, the hotel cost is split between the participants sharing the room. Each participant is to submit a receipt for their share of the room. If the room is not shared, the participant is to submit a receipt for their own room.

_____ I agree to submit *Part IV (Career Development Grant Report and Evaluation)* within **30 days** of my return to the District or forfeit two hundred fifty dollars (\$250) of the award. I understand that failure to submit the report and evaluation may jeopardize future grant awards.

_____ I am not requesting any monies for academic credit.

Applicant's Signature

Date

I have read this grant application and approved the leave requests. I believe the grant activity will benefit both the teacher and the District if approved.

Principal's Signature

Date

PART III—LEAVE AND BUDGET

Substitute Teacher Expenses

You may **voluntarily** use personal leave days, instructional leave day, or instructional leave bank day(s) for this grant. Only Career Development leave days will be charged against the grant. ALL leave needs to be approved prior to submission.

Instructional Leave Day to be used (No Form Needed) A _____

Instructional Leave Bank Days to be used. (This must be preapproved prior to application being considered.) **(This form is in Outlook/All Public Folders/Forms)** ILBF should be sent to KPEA President prior to 4th Tuesday of the Month. B _____

Number Career Development Leave Days to be charged against grant **(Leave form located on Outlook/All Public Folders/Forms) Use if Instructional Leave Day and Instructional Leave Bank Days are Exhausted.** C _____

Number Personal Leave Days to be used (No Form Needed) D _____

Total Number Work Days Absent From the District for Career Development E _____

Career Development Expenses (Receipts will be required upon completion)

Substitute Teacher Expenses to Be Charged Against Grant **(\$250 x D Above)** \$ _____

Conference Fee (excluding class materials or academic credit) _____

Travel (include any mileage charges) \$ _____

Housing (\$325 per Day Maximum) (May only be split between those people that actually share a room.) **NO Air B&B** \$ _____

Expenses (Please Itemize) (Taxi, luggage fees, shuttle) \$ _____

Taxi _____ Luggage Fees _____ Shuttle _____

Total Estimated Cost \$ _____

For Career Development Committee Use Only

Total Amount Awarded \$ _____

Substitute Pay Deduction \$ _____

Total Amount Available to Applicant \$ _____

Less \$250 (Payable upon receipt of Report and Evaluation, Statement of Expenses and receipts within 30 days of return.) \$ _____ - 250

Grant Award Advance to Applicant \$ _____

PART IV—CAREER DEVELOPMENT GRANT REPORT AND EVALUATION

This report and evaluation should be 250 to 500 words total, typed and double-spaced. Failure to submit this report and evaluation within 30 days after the conclusion of your activity will result in forfeiture of the \$250 withheld from your grant funds. Complete failure to submit this report and evaluation may jeopardize future grant awards. A copy of your report will be forwarded to the Career Development Chairperson and may be summarized for the KPEA Newsletter. Additionally, the report will be shared with the Professional Development department.

Respond briefly to these questions:

1. What did you learn and what will you do with the information?
2. How can you share this with:
 - a. Teachers in your grade or subject?
 - b. Teachers in your school?
 - c. District teachers?
3. What was or wasn't beneficial about your activity?
4. How can we improve the Career Development program?

Career Development Grant Checklist

Read through all information on the application.

Part I: Complete all information requested,
Initial each of the assurance statements
Sign
Obtain principal's signature

Part II: Complete descriptions under 1), 2) and 3).

Part III: Leave and Budget

- A. Total number of personal leave days to be taken from your 5 day per year allocation.
- B. Instructional Leave Day – allowed one per year for full-time teachers.
- C. Instructional Leave Bank days to be taken from the leave bank. These days must be preapproved. This separate form is **only** needed if Instructional Leave Bank Days are used.*
- D. Career Development Leave Days to be used. (The leave form is located on Outlook/All Public Folders/Forms and is to be emailed to your building administrator.)

Expenses: Please try to be as accurate as possible with your expenses. You are only reimbursed for the actual amount of the allowable and preapproved expenses. **If more than one individual attends the same conference, each individual must submit their own individual receipts and expense report** for expenses incurred by them.

Substitute teacher expenses: **multiply \$250 x D**

Conference Fee – actual amount of fee

Travel: include any airfare, parking, mileage allowance per mile to Anchorage, as used.

Housing - \$325 per day maximum. If a room is shared with another participant, the hotel cost is split between the participants sharing the room. Each participant is to submit a receipt for their share of the room. If the room is not shared, the participant is to submit a receipt for their own room.

Other expenses to be itemized: Review excluded expenses on the bottom of page 2.

Make a copy for your files and submit application to Emily Nicholson via email: ENicholson@kpbsd.k12.ak.us

What happens next:

- Career Development Committee reviews your application within 30 calendar days and recommends approval to Kari Dendurent, Assistant Superintendent.
- Kari Dendurent, Assistant Superintendent, reviews and, if approved, an email will be sent to you from Natalie Bates.
- You may receive an advance of all but \$250 by emailing Natalie Bates allowing 10 days for processing.
- You travel on your trip, have a great educational experience, and **save all receipts**.

Within 30 days of return, submit to Natalie Bates:

- Career Development Grant Report and Evaluation (Part IV).
- Certified Career Development Grant Statement of Expenses (Part V).
- Copies of actual receipts (No credit card statements or reservation confirmations.)

Forms are available at

[*The document and forms library.](#)

*Note: This checklist is designed for your information and use only. You do not need to submit it.

**STATEMENT OF EXPENSES
Certified Career Development Grant**

Name	
Address	
City	
School	

For Expenses in Connection with:

Conference			
Location		Conference Dates	

Actual Departure date:		Actual Return Date	
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Transportation: (Attach Individual itemized receipts)

Airfare (receipt required)	
Transportation to/from airport at \$ _____ per mile. Use GSA mileage rates at http://www.gsa.gov/portal/content/100715 . Number of miles _____	
Conference Fee: (receipt attached)	
Lodging Fee: (individual itemized receipt attached) (Maximum of \$325/day)	
Other Expenses: (receipts attached)	
List: _____	

Total Expenses	

The following items will **not** be reimbursed:

1. Academic credit fees	3. Car Rentals*	5. Baby-sitters or childcare
2. Food allowances	4. Housing costs beyond one week (7 days)	6. Class materials
7. Membership fees	*. No Air B&B	

*Except in-lieu of housing when car rental is less costly, or transportation to/from airport and conference site cannot be arranged economically. Exceptions must be preapproved.

Receipts attached Career Development Report and Evaluation attached

Date		Employee Signature

Form to be submitted to Natalie Bates, Assistant Superintendent's Office within 30 days of return along with your evaluation.