

# **Request for Proposals**

## **CAREER TECHNICAL EDUCATORS OF IDAHO PROFESSIONAL DEVELOPMENT GRANTS**

### **Grant Program**

The primary purpose of this program is to provide support to CTEI members for the development of expertise in instruction, discipline, or scholarly activity. These grants will provide support to CTEI members through the individual divisions. Divisions that are in good standing with CTEI are eligible to apply for grants, which will in turn benefit the professional development of their members.

### **Definitions**

- A division is identified as having presented its laws and rules of order, which shall be in harmony with the Association and accepted by the Executive Board of Career and Technical Educators of Idaho (CTEI), and has been recognized by the Association for Career and Technical Education (ACTE) as a specific division.
- A division would be considered in good standing if it follows operation procedures as stated in the CTEI Procedures Manual.

### **Eligibility and Funding**

- All CTEI divisions are eligible to apply. However any single division will receive one award in a calendar year.
- Support for faculty development under this grant program includes any combination of divisional in-service activities, which would include meeting expenses, curricular materials or supplies, and speakers.
- The amount to be awarded in each funding round will be determined by the CTEI Board at its Fall meeting and will be announced as part of the Request for Proposal.
- Granted funds will be awarded on a reimbursement basis. The request for reimbursement must be completed and submitted to the CTEI Data Manager by the end of the calendar year in which the award was granted.
- The recipients of these awards will be expected to make a formal presentation of the activities at the following summer meeting. The CTEI board will work with the division and the ISDPTE to structure the program to allow for this presentation.

### **Items NOT Eligible**

- Meals
- Divisional officer or membership travel expense
- Tuition or fees for “credit bearing” workshops

## **Proposal Submission and Processing**

Applicants may complete the application electronically or print and mail the completed form in hardcopy.

Professional Development Grants are awarded through a review process. All members of the CTEI Awards Committee will review proposals.

### **Grant Review Criteria (Be sure to address ALL of them in the proposal)**

- 1. Direct improvement of professional expertise, in discipline, or instructional activities (70%),**
- 2. Direct classroom application or benefit to students (20%),**
- 3. Assessment: How are you going to be able to tell if the use of the new knowledge was successful (10%).** Note: The following are suggestions. a) On-site evaluation: formal individual evaluation of the presentation/training including ideas on how it could be incorporated into the classroom; b) Post-evaluation: evaluation gathered by e-mail/mail from those division attendees on successful use of knowledge

For More Information contact your CTEI Division Representative to the CTEI Board.

*or:*

Robert Hale  
Email: <mailto:rhale@sd251.org>  
354 N 4450 E  
Rigby, ID 83442

CTEI President

## Application

# CAREER TECHNICAL EDUCATORS OF IDAHO PROFESSIONAL DEVELOPMENT GRANTS

Name	_____	Institution	_____
Title	_____	Address (wk)	_____
Division	_____	Phone (wk)	_____
Fax #	_____	Address (hm)	_____
Email	_____	Phone (hm)	_____

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### Return completed application to:

Robert Hale

### Hard Copy mail to:

354 N 4450 E Rigby, ID 83442

or

### If electronic submission

Email: [rhale@sd251.org](mailto:rhale@sd251.org)

For More Information contact your CTEI Division Representative to the CTEI Board.

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(Note: Attach additional pages as needed.)

PROJECT TITLE: \_\_\_\_\_

AMOUNT OF FUNDING REQUESTED: \_\_\_\_\_

## **APPLICATION NARRATIVE**

**SOME OF THE FOLLOWING QUESTIONS HAVE MULTIPLE PARTS. IT IS IMPORTANT THAT APPLICANTS RESPOND TO EACH QUESTION THOROUGHLY.** When completed, the application should describe the project/event and the reason for wanting to complete and/or attend, including how it meets your division's professional development goals and will enhance the division's curriculum.

**1. PROJECT OVERVIEW** - Provide a brief overview of this project. (No more than 2 pages). Include in the narrative: the beginning and ending dates of the project/event

- required equipment and materials
- required facilities
- required support services.

**2. PLANNING** - Describe how this project or attendance at this event will make a contribution to the division's professional development. Be specific.

**3. OBJECTIVES** - What are the objectives or expected outcomes of the project/event?

**4. ACTIVITIES** - What activities will be implemented to achieve the objectives? Develop a timeline that details the activities necessary to make this project successful and when activities will take place.

**5. EVALUATION** - How will you evaluate the impact of this project upon the division's professional development in terms of expertise, performance, or productivity?

**6. BUDGET OUTLINE** - Submit a detailed budget that indicates how the award will be utilized. (If applicable, indicate other sources necessary and/or identified to support the project.)