



Complete each section of this page and use it as the cover sheet for your application, which should include all of the items described below. Proposals must be received by **March 28, 2008**, and may be mailed to MFEE, 22 Valley Road, Montclair, NJ 07042, or delivered by hand to the MFEE mailbox at the MPS Central Office. Additional copies of this application may be downloaded from the MFEE website at www.mfee.org.

I. APPLICANT INFORMATION			
Name		School	
Phone		Cell	
Additional Applicants			
II. PROJECT INFORMATION			
Project Title			
Course/Conference Sponsor*		Location	
Dates/Duration		Amount of Grant Request	\$
III. PAYEE			
Provide the name and address of the sponsoring organization to which the check should be made payable. The check will be forwarded to you with a letter of agreement.			
Sponsor Name			
Address			
City/State/Zip			
IV. PROPOSAL NARRATIVE (SEE GUIDELINES)			
V. PROJECT BUDGET (SEE GUIDELINES)			

PRINCIPAL'S ACKNOWLEDGEMENT		<i>Please ask your school's principal to complete this section.</i>	
1. Is this a priority area for professional development at your school at this time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. How high is the priority?	<input type="checkbox"/> 1 (high)	<input type="checkbox"/> 2 (med)	<input type="checkbox"/> 3 (low)
3. Do you feel that this course/conference will enhance the applicant's performance at your school?	<input type="checkbox"/> 1 (high)	<input type="checkbox"/> 2 (med)	<input type="checkbox"/> 3 (low)
4. Additional comments:			
Principal's Signature		Date	



The Montclair Fund for Educational Excellence (MFEE) is a nonprofit local education fund that recognizes and promotes educational excellence and student well being in the Montclair Public Schools. MFEE accepts applications twice a year to support tuition and fees for workshops, seminars, courses, conferences or other programs undertaken by Montclair Public School staff members to strengthen professional skills and content areas which directly impact their students and classroom management. The Greenwald Professional Development Grants program is named in memory of Marcia Greenwald, a master teacher in Montclair Public Schools who passed away in 1994.

Who Is Eligible	Grants may be awarded to teachers, teacher teams, administrators, other school staff, and parent organizations. Funding may be requested for partnerships with appropriate outside organizations, but the applicant must be within the school system.
Criteria	Proposals will be evaluated both on the quality of the application and the extent to which the project supports current Montclair Board of Education goals.
Funding	Professional development grants vary in amounts up to \$600 and may only be used to cover tuition and fees associated with the program in question. Applicants should request a specific amount and indicate how, if applicable, any additional funds required would be raised.
Limitations	Grants will generally not be awarded for the following: <ul style="list-style-type: none">• Courses required in order to obtain an advanced academic degree.• Travel, lodging or other expenses aside from tuition and fees.• Grant checks will be issued directly to the sponsoring organization.• Generally, MFEE cannot fund programs during the school day and/or that require the hiring of substitute teachers
Proposal Narrative	Provide a detailed description of the program/course for which funds are being sought, including printed materials from the sponsoring organization. <ol style="list-style-type: none">1. One sentence description of course/program.2. Details of grant request including:<ol style="list-style-type: none">a. What are your objectives for this program?b. Specifics of course content or program details.c. In what ways do you anticipate that your participation in it will impact the quality of classroom instruction and student outcomes>d. How will you share what you learn from the program with MPS colleagues?
Project Budget	Provide a details project budget including each of the following: <ol style="list-style-type: none">1. Tuition and fees.2. Travel and other expenses3. Sources and amounts of outside funding, if any. <p>Please note that MFEE can only pay tuition and fees, with a maximum of \$600. All expenses or other costs associated with the program must be paid for by the applicant or a third party.</p>
Questions?	Contact Lois Whipple, MFEE Executive Director, at 973-509-4021 or info@mfee.org .