



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 19, 2012**, 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](http://www.mfee.org).

<b>I. APPLICANT INFORMATION</b>			
Name			
Title		School	
Phone		Cell	
Additional Applicants			
<b>II. PROJECT INFORMATION</b>			
Project Title			
Course/Conference Sponsor		Location	
Dates/Duration		Amount of Grant Request	\$
Please specify entity to whom check should be payable			
<b>III. SPONSOR/PRESENTER INFORMATION</b>			
Sponsor Name			
Address		City/State/Zip	
<b>IV. PROPOSAL NARRATIVE (ATTACH SEPARATELY)</b>			
Your narrative may be one to four pages and must include the following:			
<ol style="list-style-type: none"> <li>1. One sentence description of course/program.</li> <li>2. Details of grant request including:           <ol style="list-style-type: none"> <li>a. What are your objectives for this program?</li> <li>b. Specifics of course content or program details.</li> <li>c. In what ways do you anticipate that your participation in it will impact the quality of classroom instruction and student outcomes.</li> <li>d. How will you share what you learn from the program with MPS colleagues?</li> </ol> </li> </ol>			
<b>V. PROJECT BUDGET ( ATTACH SEPARATELY)</b>			
<ol style="list-style-type: none"> <li>1. Tuition and fees.</li> <li>2. Travel and other expenses.</li> <li>3. Sources and amounts of outside funding, if any.</li> </ol>			

<b>PRINCIPAL'S ACKNOWLEDGEMENT</b>		<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. If this occurs when school is in session, do you authorize the absence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Additional comments:			
Principal's Signature		Date	



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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.

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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	<p>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. Generally we cannot fund renewal grants for annual workshops/conferences.</p> <p>MFEE generally pays only tuition and fees. The Montclair Board of Education will issue checks. Thus, this request must be approved by the Board of Education after the MFEE Grant is awarded.</p>
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	<p>Grants will generally not be awarded for the following:</p> <ul style="list-style-type: none"><li>• Courses required in order to obtain an advanced academic degree.</li><li>• Travel, lodging or other expenses aside from tuition and fees.</li><li>• Grant checks will be issued directly to the sponsoring organization.</li><li>• Generally, MFEE cannot fund programs during the school day and/or that require the hiring of substitute teachers</li></ul>
Note:	If applicable, grantee should provide details for MFEE to write a check to the vendor/instructor that is that it presenting the course.
Questions?	Contact Lois Whipple, MFEE Executive Director, at 973-509-4021 or <a href="mailto:info@mfee.org">info@mfee.org</a> .