



## Judy Rich Professional Development Grant

This fund was created in tribute to the fond memory of Judy Rich, a 29-year employee with the Mount Vernon School District, who advocated continuing education for District employees. Funded programs are intended to encourage teachers and district staff to explore educationally sound ideas to stimulate educational learning.

Funding will be used to grant financial support to **ANY** MVSD employee for opportunities, such as courses, seminars, workshops, or webinars that will impact the individual employee's professional development resulting in student learning. This grant will not fund National Board initial or re-certification requirements, travel-related expenses, computers, or other equipment. The Foundation may award up to \$750 per grant.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Grant Request Amount: \$** \_\_\_\_\_ **Date(s) of Program:** \_\_\_\_\_

**Grant Title:** \_\_\_\_\_

1. Give a brief description of the grant request (*what, why and rationale*):

**Supervisor Support:** I have read this proposal and will support its implementation. Upon conditional approval of the grant, I will commit to complete and submit to the Foundation a Reimbursement Form and an evaluation of my opportunity. It is compatible with MVSD policies, but cannot be fully funded through our budget.

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or email your completed application to: Mount Vernon Public School Foundation  
PO Box 2543, Mount Vernon, WA 98273  
Email: [president@supportmvschools.org](mailto:president@supportmvschools.org)

*Applications must be received by the second Monday of each month to be considered at the next regular meeting of the Foundation. All applications must be signed.*

<b>MVPSF use only</b>		
Application#:	Amount Approved:	Date Approved:

2. Give a summary of the professional development opportunity.

3. Why are you applying for this grant?

4. How will this opportunity provide a direct and timely benefit for students?

5. Approximately how many students will benefit?

6. What is the cost of this continuing education opportunity?

Description	Cost	Funding Source
Total Cost of CE Opportunity:		

## **Instructions**

1. The Foundation may award up to \$750 per grant.
2. This grant will not fund National Board initial or re-certification requirements, travel-related expenses, computers, or other equipment.
3. Before an application is submitted, read the Evaluation Form describing the measured outcomes and feedback.
4. Applications must be completely filled out and signed by the the applicant and immediate supervisor. It is recommended that you seek preliminary supervisor approval prior to completing the application.
5. Approval from the Foundation President of any changes to expenditures and/or timeline other than those stated in the original grant proposal is required.
6. Grant awards are made on a reimbursement basis. If the grant request is conditionally approved by the Foundation, payment will be made directly to the Grantee after the completion of the professional development opportunity and upon receipt of a completed Reimbursement Form with copies of receipt(s) and proof of attendance.
7. The Reimbursement Form must be sent to the Foundation **within 30 days** of completion of professional development opportunity.
8. The Board requires proper evidence that the Foundation is reimbursing funds:
  - Only in the name of the Grantee;
  - Only for the designated 'Board Approved' use of funds.
9. An Evaluation Form for this grant must be completed and submitted within 30 days of completion of the professional development opportunity to be considered for any future grants.