



## **PROFESSIONAL DEVELOPMENT GRANT**

Transformative impacts often result from staff members who choose to attend professional development programs. Typically, these opportunities are funded through the town's annual school budget. However, district funding capabilities may not be able to meet each request. Through the Professional Development Grant program, the Wallingford Education Foundation (WEF) provides additional funding for employees of Wallingford Public Schools to attend conferences hosted outside the district.

The Professional Development Grant program offers paired grants of \$1,000 each for two Wallingford Public Schools staff members to attend a professional development opportunity together OR single grants of up to \$2,000 for an individual. Multiple grants are awarded yearly and are used to finance professional development offered during the upcoming school year, which begins July 1.

Wallingford staff members (any employee of Wallingford Public Schools) may request financing from WEF by completing the application found on the following pages and submitting it to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com) by 4:00 p.m. on April 1. Applicants are urged to read the entire application packet carefully and to pay particular attention to all terms and conditions.

The Wallingford Education Foundation is a non-profit, community-based partnership supporting educational innovation and excellence in our town.

# WEF PROFESSIONAL DEVELOPMENT GRANT

## APPLICATION INSTRUCTIONS

1. Strictly adhere to the submission deadlines. Late applications will not be accepted. Grant applications are due via email to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com) on or before April 1 at 4:00 p.m. You will be notified in early May regarding the status of your request. Please note that an application can be filed jointly if two staff members are attending the same professional development opportunity together.
2. Complete the cover page including necessary signatures. You may obtain electronic signatures from the superintendent and your principal.
3. Complete the application and all questions. If answering the questions on a separate sheet, please be sure to include your name and school at the top of the page as well as each question.
4. Complete and sign the photograph release form.
5. Read and sign the Terms and Conditions. Your signature indicates that you agree to meet the requirements of the grant including follow up activities if you are selected as a grant recipient. Electronic signature will be accepted.
6. Submit your application, signed cover sheet, photograph release form, and signed Terms and Conditions as **ONE (1) PDF document** titled with your last name and year followed by PD Grant (e.g., Smith 2025 PDGrant) to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com) on or before April 1 at 4:00 p.m.

Questions may be directed to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com).

*Thank you for applying.*

WEF Professional Development Grant  
Application Cover Page

Professional Development/Conference Title & Location: \_\_\_\_\_  
\_\_\_\_\_

PD/Conference Attendee(s) – limit 2 per conference:

Attendee #1: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Attendee #2: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Beginning Date of PD/Conference: \_\_\_\_\_ Ending Date of PD/Conference: \_\_\_\_\_

Total cost of PD/Conference: \$ \_\_\_\_\_ Additional Funding from other sources: \$ \_\_\_\_\_

Total grant request for registration fee, hotel, and travel costs: \$ \_\_\_\_\_

PD Applicant #1's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Comments: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PD Applicant #2's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If attendees from different buildings) Principal's Comments: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WEF Professional Development Grant Application

Name (#1): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Current Position: \_\_\_\_\_ Current School: \_\_\_\_\_

School Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Years Experience in Education: \_\_\_\_\_ Years Experience in Wallingford Public Schools: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name (#2): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Current Position: \_\_\_\_\_ Current School: \_\_\_\_\_

School Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Years Experience in Education: \_\_\_\_\_ Years Experience in Wallingford Public Schools: \_\_\_\_\_

Home Address: \_\_\_\_\_

Please answer all parts of the following questions completely.

1. Have you attended a professional development opportunity outside the district in the last three years? If yes, what was the title of the conference, when did it take place, and what was the source of funding?
2. In 250 words or less, please describe the conference or professional development experience you would like to attend with this grant.
3. Provide an estimate of the following costs related to this experience: registration fee, hotel, and travel costs. If traveling by private car, reimbursement is made at the current IRS rate. Please note that WEF does not reimburse meal expenses or costs of purchases from workshop exhibitors.
4.
  - a. Reflect on how and why you expect this professional development experience to be valuable to you and how it might impact your future work as a staff member in the Wallingford Public Schools.
  - b. Explain how you will share what you learned at this conference with colleagues.
5. Please explain how this professional development learning might positively impact the educational experiences of students and help them succeed.

WEF Professional Development Grant  
Release to Use Photograph

Effective on \_\_\_\_\_, I grant the organization known as the Wallingford Education Foundation my permission to use any and all photographs taken of me for any legal use, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content.

There shall be no payment made by the Wallingford Education Foundation as part of this release. Such permission may not be assigned and is only valid for use by the Wallingford Education Foundation. No royalty, fee or other compensation shall be payable or due to me by reason of such release.

Applicant #1's Name (please print legibly): \_\_\_\_\_

Applicant #1's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Applicant #2's Name (please print legibly): \_\_\_\_\_

Applicant #2's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# WEF Professional Development Grant

## Terms and Conditions

### **Acceptable Purposes for Grants Monies Awarded**

WEF Professional Development Grants may be used for professional development that aligns with one or more focus areas of the Wallingford Public Schools strategic plan. A maximum of \$1,000 for individuals attending in pairs or \$2,000 for individuals attending alone may be used for the following documented costs:

- Round-trip travel from Wallingford to an official professional development conference (or similar opportunity);
- Conference lodging, as necessary; and
- Conference fees.

### **Grant Deadlines**

Grant applications are due via email to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com) by 4:00 p.m. on April 1. Applications received after the deadline will not be considered for funding. Grant recipients will be notified of our decisions in May.

### **Responsibilities of WEF Professional Development Grant Recipients**

Recipients of the WEF Professional Development Grant agree to:

- Create a one to five-minute media presentation, i.e. video, PowerPoint, illustrating how the Professional Development Grant experience enhances teaching and/or learning for Wallingford students and teachers or staff members now and in the future. Submit the presentation via email to [wallingfordeducationfoundation@gmail.com](mailto:wallingfordeducationfoundation@gmail.com) by May 10.
- Meet with the WEF to present and discuss how you applied your new learning from this experience and the resulting outcomes. This presentation will be held towards the end of May.
- Credit the WEF for funding your professional development experience in any publicity that should arise related to this grant.
- Make themselves available to work with or train other interested Wallingford staff members.
- Encourage their colleagues to apply for future WEF Professional Development Grants.
- Pay any professional development related expenses beyond the amount of the WEF Professional Development Grant.
- Provide written documentation, including receipts, of all reimbursable costs associated with the grant within 30 days from the time the charge is incurred.
- Allow their photograph to be used by the WEF for publicity purposes.

**Permissible Applicants/Recipients**

A proposal may be prepared by anyone authorized by the school principal to do so.

**Permissible Participants in the Granted Professional Development**

Only the person(s) named in the grant application may use grant monies for the professional development opportunity. This person **must** be an employee of the Wallingford Board of Education and may **not** be a student.

**Restrictions and Conditions**

Awards will not be made for the following purposes:

- Expenses normally covered in the general operating budget of the school;
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues (as determined by WEF);
- Compensation (including honoraria or stipends) for employees of the Wallingford Board of Education or students; and
- Substitute pay.

*Note: The Wallingford Education Foundation will not be a sustaining source of funding for professional development.*

Professional Development Grant recipients will be selected and approved by the Wallingford Education Foundation’s Grant Committee based on strength of application (available on our website: [www.wallingfordeducationfoundation.org](http://www.wallingfordeducationfoundation.org)) and good standing with WPS officials.

*It is hoped and would be very much appreciated if the grant recipients serve as active ambassadors of WEF to their peers, their students, and their community. Thank you in advance for your help in promoting the work of WEF so that we may continue to provide support to the staff and students of Wallingford Public Schools.*

**I understand and agree to the terms and conditions of this grant:**

\_\_\_\_\_  
Signature Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Applicant #2

\_\_\_\_\_  
Date