



## Application Form

### A. Filing Procedure

This application must be completed as a fillable PDF form and submitted to the local conference office of education prior to January 20. Approval by the principal and local school board must be granted before it is submitted. (See Section D.)

### B. General Information

#### 1. Type of grant requested

a) Individual                      Group                      School

b) If group, list names \_\_\_\_\_

2. Title of proposed activity \_\_\_\_\_

3. Name of person completing form \_\_\_\_\_

4. What is your current teaching assignment (grades and/or subjects) \_\_\_\_\_

5. School \_\_\_\_\_ Principal \_\_\_\_\_

6. School address \_\_\_\_\_

7. Contact phone \_\_\_\_\_

8. Conference \_\_\_\_\_ Superintendent \_\_\_\_\_

### C. Statement of Responsibility

I understand that if this proposal is selected, the monetary grant must be used for the proposed educational activity. I hereby agree that if the proposed activity cannot be completed, all grant funds will be returned to the North Pacific Union Conference Office of Education.

Date \_\_\_\_\_

Signature \_\_\_\_\_

D. Approval of Proposed Activity

1. Principal approval \_\_\_\_\_ Date \_\_\_\_\_

2. School board approval \_\_\_\_\_ Date \_\_\_\_\_

3. Conference approval \_\_\_\_\_ Date \_\_\_\_\_

E. Description of Activity

Give a concise description of the proposed educational activity.

F. Implementation Plan of Activity

Include a plan of action and a time line for activity.

G. Rationale and Objectives of Activity

(This may include rationale, purpose, goals, objectives, and expected educational benefits to students, other educators and yourself.)

H. Sharing of Activity

Describe how this activity will be shared. (Ideas could include the following: video, exhibition, in-service presentation, article for publication, teaching kit, etc.)

I. Budget for Activity

1. Itemized expenses

(NOTE: A. Expenses may include the following: transportation, lodging, meals, tuition, registration fees, books, equipment, etc.

B. Analyzing our Don Keele history, the average amount given per applicant has been \$2,048. Therefore we would encourage the participants to submit requests for no higher than \$3,000.)

2. Identify other sources of income or support, if any (i.e. donations, grants, etc.).

3. Total amount requested \$\_\_\_\_\_

(Expenses exceeding the award need to be planned for before the activity occurs.)

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