



Carlisle Education Foundation

Supporting Excellence in Education

CEF Professional Development Grant Application Form
(Funded in part by the Davida Fox Melanson Fund)

Applications for CEF Professional Development Grants should support teacher participation in programs and training including off-site workshops, classes, conventions, visits to other schools/programs for observation, and guest lecturers to Carlisle Public Schools for work directly with our teachers. For more specific information on grant programs, please visit www.carlislecef.org/grants.

Name and Position of Applicant(s): _____

Grant Title: _____

Dates of Activity: _____

Amount Requested: _____

Contact Email Address: _____

Contact Phone Number: _____

Grant Proposal Advocates/Supporters*:

Superintendent (required): _____ Date: _____

Principal: _____ Date: _____

**CEF will only consider applications that have been reviewed and approved by the Superintendent.*

Please address the following topics in your grant proposal:

1. Objective of program/project to be funded by this grant.
2. Description of program/project. Please include detailed timeline of activities.
3. Budget Detail. Please list all costs for speakers, consultants, equipment, materials, travel, etc.
4. Explain how the proposed project ties into the current District Goals.
5. Number of students to be impacted by this program/project.
6. Method to evaluate success of the program/project.
7. Plan for sharing knowledge with Carlisle faculty and CEF board.
8. Other possible sources of funding (i.e. training budget)

All grant recipients are required to complete the CEF Evaluation Form within one month of the completion of their program. This form can be found on the CEF website under the Grant tab.

Please return the application and supporting documents to:

Email: info@carlislecef.org

Mail: PO Box 734
Carlisle, MA 01741

In Person: Leave documents in our mailbox in the main office
(please email us at info@carlislecef.org to let us know that you have left documents in the mailbox as we do not check the box regularly)