

UNO English Dual Enrollment DUAL ENROLLMENT TEACHERS PROFESSIONAL DEVELOPMENT GRANT APPLICATION 2017-2018

The UNO Department of English is pleased to announce grants for the 2017-2018 school year. Grants can be used to support any type of professional development that will enhance a Dual Enrollment teacher's ability to deliver high-quality instruction to his or her students. This includes travel and substitute teacher costs.

Funding Amounts and Limitations

Grants are limited to a total of \$1500 each school year, subject to availability of DE funds.

Travel Arrangements and Reimbursement

Other costs (hotel, registration, meals, surface transport, mileage, etc) will be reimbursed upon presentation of original receipts (photocopies and scans are not acceptable) to Ms. Sutton after the trip.

Application Process

- Complete the following grant application and sent it to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator (jmeier@unomaha.edu). This must be done 30 days in advance of the first day of travel, workshop, etc.
- Budgets should be as complete and accurate as possible; if submitting prior to having complete information about a conference or event, the applicant should review the previous year's conference or event information for estimates on expenses and topics.
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel will potentially enhance your teaching Dual Enrollment students.

If Your Application Is Approved

- All airline tickets must be purchased directly through UNO's contracted travel provider, Travel & Transport. To arrange tickets, please contact Ms. Jill Sutton, the Department's Staff Assistant, immediately after your grant has been approved (her e-mail is jmsutton@unomaha.edu).
- Within 60 days of your return, submit to Jill Sutton **a)** all original receipts (meal receipts must be itemized; also, no affidavits or copies will be accepted); and **b)** a copy of your conference program or some other verification of your attendance at the conference or event.

1. Applicant Information

Name: _____

High School: _____

Address: _____

Phone: _____

E-mail: _____

Date Submitted: _____

Have you received a English DE Travel Grant in the past 3 years?

☐ Yes

☐ No

(This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

2. Travel Activity Information

A. Check which applies and insert information

☐ Conference. Please give name, organization, dates, and location: _____

☐ Workshop. Please give name, date, organization, dates, and location: _____

☐ Symposium. Please give name, date, organization, dates, and location: _____

☐ Other (insert clear description of this activity) _____

B. Briefly describe the purpose of your attending the proposed professional development activity. Specifically describe how your activity will help further the education of your Dual Enrollment students and others in the AP Literature and Composition classes (up to 250 words).

3. Budget

Conference/Workshop Registration, Fees, etc.	<hr/>
Estimated Travel costs (air or driving) ¹	<hr/>
Lodging (____ nights @ \$____ per night)	<hr/>
Meals ²	<hr/>
Other Costs directly related to the travel activity (specify)	<hr/>
Total	<hr/>
Less other funding (specify amounts)	<hr/>
Total Request (\$1,500 grant limit/year)	<hr/>

Budget Notes

- 1. For mileage reimbursement use the current rate of \$0.535 per mile); following State of Nebraska policy, mileage will be reimbursed based on the shortest route
- 2. Please be reasonable in your request. To learn the maximum allowance for meals, use US GSA domestic/foreign per diem rates (<http://www.gsa.gov>).