

**Zionsville Education Foundation  
“Imagine” Professional Development Grant  
2018 Grant Application Instructions**

**WHY**

The purpose of the Zionsville Education Foundation (ZEF) “Imagine” Professional Development Grant is to promote professional growth and renewal opportunities for experienced educators.

**WHAT**

ZEF will award up to \$13,000 in Imagine Grants; a maximum of \$3,000 per grant will be considered.

**WHO**

Current Zionsville educators and administrators with a minimum of three years experience may apply. Groups of two or more staff may collaborate on a project but should submit one grant application.

**HOW**

Complete the “Imagine” Professional Development Grant cover sheet (available at [www.zionsvilleeducationfoundation.org](http://www.zionsvilleeducationfoundation.org)) and attach a brief project summary (maximum of one page) to include the following:

- What are your reasons for pursuing this experience?
- What are your goals for this grant?
- What are your potential planned activities to accomplish this goal?
- What are the anticipated costs for the project?
- What are your plans to integrate the experience within the school or community?

**EXCLUSIONS**

The grants cannot fund tourism or post graduate college credits. Mileage will be reimbursed at the current IRS recommended rate which includes an allowance for gas. Alcohol charges will not be reimbursed. Receipts are required for all reimbursement requests including pre-paid debit cards obtained through ClassWallet.

**WHEN**

Grant application should be sent to the ZEF office at the ESC no later than **Monday, February 5, 2018**. Grant recipients will be notified no later than Tuesday, February 27, 2018.

**FOLLOW UP**

Grant recipients have one year to complete the project. One month after completion, the grant recipient should submit a full report of his/her accomplishments to ZEF. Grant recipients are expected to serve as active ambassadors of the IMAGINE grant and ZEF to their peers, their students, and their community.

**QUESTIONS**

For further information or to ask questions about the “Imagine” Professional Development Grant, please don’t hesitate to contact ZEF Chief Operating Officer, Lyle Browne at [lbrowne@zcs.k12.in.us](mailto:lbrowne@zcs.k12.in.us) or 317-733-4805.

