



Guidelines for Imagine Professional Development Grant Applications

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

Current Zionsville educators and administrators with a minimum of three years of full-time education experience (at ZCS or other district) are eligible to apply. Groups of two or more staff may collaborate on a project but should submit one grant application. ZEF will award a maximum of \$3,000 per grant application.

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. Receipts are required for all reimbursement requests including pre-paid debit cards obtained through ClassWallet. Please note that alcohol charges cannot be submitted for reimbursement.

Application Process

Grant applications should be received in the ZEF office by 4:00pm on the deadline date (see ZEF website for specific due date.) Applications received after the deadline are not eligible for funding consideration.

Imagine Grant applications can be found here:

<https://www.grantinterface.com/Home/Logon?urlkey=zef>.

During your first visit to the site, you will need to create an account. This account will then be yours to use for all future ZEF grant applications and reports.

In filling out your application, please be specific and clear and follow the Imagine Professional Development Grant Application structure. For your information, the Imagine Grant rubric can be found on the ZEF website here: <https://zionsvilleeducationfoundation.org/how-we-do-it/imagine-professional-development-grants/>. This rubric will be used by the ZEF Grants Committee when evaluating grant applications.

Application Language

Your application will be reviewed by a committee of fifteen community members with a variety of professional and volunteer backgrounds. It is advantageous to your application if you clearly explain any educational concepts/language or technological requests.

Post Grant Expectations

Grant recipients have one year to complete the project. One month after completion, the grant recipient is asked to submit a Final Report of his/her experience to ZEF. These reports are vital in helping us report to donors and continuously evaluate how to help ZCS educators in the most effective way

possible. Failure to submit a Final Report disqualifies the grant recipient(s) from consideration for future grants. Grant recipients are also expected to share knowledge gained from their Imagine Grant award with colleagues at ZCS.

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