



**PROFESSIONAL DEVELOPMENT  
IS ONE OF AFPE'S  
FUNDAMENTAL TENETS.**

**To submit a grant proposal to defray the cost of a university course, send the following:**

- AFPE grant form
- Copy of your transcript showing one or more courses completed between July 1, 2017 and June 1, 2018
- Proof of payment

**To submit a grant proposal to defray the cost of attending a conference, send the following:**

- AFPE grant form
- Proof of payment
- Proof of attendance  
*(copy of a badge, certificate of attendance, etc.)*

AFPE will reimburse the following  
*(check all you are seeking reimbursement for)*

- Hotel
- Registration fees

**To submit a grant proposal for classroom educational materials, send the following:**

- AFPE grant form
- An itemized receipt
- A detailed lesson plan showing how your materials will be used  
*(your lesson plan will be posted on the AFPE website).*

PROFESSIONAL DEVELOPMENT OPPORTUNITY

# AFPE Teacher Grants

Members in good standing may apply for a grant by completing the form below and sending it with the required paperwork via Pony to Katherine Rehm, AFPE Secretary, at West Springfield High School. Completed applications with all supporting documentation will be approved on a first-come, first-served basis until all funds have been exhausted.

Graduate courses or workshops must be completed between July 1, 2017 and June 1, 2018. The maximum amount of a grant is \$1000 for coursework, professional workshops, or conventions; no individual may receive more than \$1000 per school year.

Grant applications along with all supporting materials must be received by June 1, 2018, for any expenses or coursework for the 2017-2018 school year. Applications sent without all supporting documentation will NOT be considered.

Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

Type of Professional Activity: \_\_\_\_\_

What is your primary reason for participating in this activity? \_\_\_\_\_

Total Cost: \_\_\_\_\_ Amount requested: \_\_\_\_\_  
\$1000 max

I certify that I have not applied for monies from any other source to defray the cost of the course/conference/materials to which this grant application refers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Grant payments are made shortly after AFPE quarterly meetings.  
Please do not expect immediate reimbursement.**