

2024-2025 Teacher Professional Development Grant Application

Grant Specifics

Funding Range

- Award amounts, up to \$2500, are dependent upon the number of applications received.
- Please view the "2024-2025 Funding Opportunities from MAEOE" presentation prior to completion of the grant application. Viewing this presentation is a requirement to apply for this grant. *See Page 2 for more information.*

Eligibility Requirements

- Any Maryland organization developing and facilitating environmental education professional development opportunities for formal and non-formal educators in Maryland.
- The professional development must take place in Maryland.
- One grant will be awarded per organization.
- Costs associated with this professional development must be paid by the organization first. *Costs incurred will be reimbursed after a final report is submitted.*
- Your financial administrator must know you are applying for professional development funds. *If your administrator is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.*
- Your organization's IRS Form W-9 in a PDF format is required.

Professional Development Guidelines

- Professional development aims to build teacher capacity and comfort in leading environmentally-focused lessons, projects, and field experiences.
- Teacher professional development opportunity must occur on or before 6/6/2025.
- An award agreement must be reviewed and signed.
- An interim report must be received two months prior to the professional development.
- A final report, including a budget spreadsheet and all applicable receipts, must be submitted two weeks after the professional development is completed. *Final reports submitted after the two weeks run the risk of not being reimbursed.*
- Maryland public and private schools served by the professional development opportunity must be reported in the final report.
- Limited funds are available. Awards will be granted on a rolling basis until all funds are allocated.

Distribution of Funds

- All funds are reimbursed to the organization.
- Sales tax is not reimbursed. The organization's non-profit status should be used to make purchases.
- An itemized list of expenses with receipts needs to be included in the final report.

- **Funds will be paid to the organization after a final report is received.**

2024-2025 Teacher Professional Development Grant Application

2024-2025 Funding Opportunities from MAEOE

Please view the "[2024-2025 Funding Opportunities from MAEOE](#)" google slideshow. Viewing this presentation is a requirement to apply for this grant.

* 1. Did you view the "2024-2025 Funding Opportunities from MAEOE" google slideshow (link provided above)?

- Yes, I have viewed the "2024-2025 Funding Opportunities from MAEOE" presentation.
- No, I have not viewed the "2024-2025 Funding Opportunities from MAEOE" presentation.

2024-2025 Teacher Professional Development Grant Application

Financial Administrator Approval

If your administrator is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.

* 2. Do you have approval from your financial administrator for this professional development?

- I have talked with my administrator and they are aware I am applying for professional development funds and that the costs associated with this opportunity must be paid by the organization first. After I submit the final report with receipts and proof of payment, my organization will be reimbursed for these costs.
- I have not talked with my financial administrator yet, but I plan to in the near future.

2024-2025 Teacher Professional Development Grant Application

Grant Application Questions

* 3. Primary Contact First and Last Name:

* 4. Primary Contact Email Address:

* 5. Primary Contact Phone Number (*provide a phone number that can be used to easily reach you if we have questions*):

* 6. Financial Administrator Contact First and Last Name *(this contact must be the person responsible for the financial transactions at your organization)*:

* 7. Financial Administrator Contact Email Address *(this contact must be the person responsible for the financial transactions at your organization)*:

* 8. Financial Administrator Contact Phone Number *(this contact must be the person responsible for the financial transactions at your organization)*:

* 9. Organization Name:

* 10. Organization Mailing Address *(this is where the reimbursement check will be mailed)*:

Street Address:

City:

State:

Zip Code:

* 11. County where your organization is located:

* 12. Type of professional development that will be offered:

- Virtual
- Hybrid
- In-Person
- Other (please specify)

* 13. Date(s) of professional development (MM/DD/YYYY). *If the date is after 6/6/2025, you will not be eligible for these funds:*

* 14. Target audience for professional development:

* 15. What is the focus of your professional development?

- Diversity, Equity, Inclusion, Justice, Accessibility (DEIJA)
- Environmental Literacy/Education Best Practices
- Meaningful Watershed Educational Experiences (MWEE)
- NAAEE Guidelines for Excellence Training
- Project Learning Tree Educator Training (PLT)
- Using the outdoors as a classroom
- Other (please specify)

* 16. State the objective(s) for this professional development.

* 17. Briefly describe how the professional development will increase capacity of educators to incorporate environmental literacy into their practice.

* 18. Briefly describe the demographics of the students who will be impacted by this professional development.

* 19. How will you evaluate this professional development?

* 20. How much funding are you requesting for this professional development?

* 21. Budget:

- Download [2024-2025 Professional Development Funding Budget Worksheet](#) (linked here)
- Complete the information requested on the tabs located at the bottom:
 - **Timeline** - The timeline is a planning document and must include specific dates and details about the professional development opportunity
 - **Budget Spreadsheet** - Please embed links to suppliers for price verification. *Do not include sales tax (schools and nonprofits should use tax exemption certificate when making purchases). Sales tax will not be reimbursed.*
 - **Additional Information** - Add any additional information you'd like to share.
- Share **a link** to the complete worksheet. Make sure the link has no restrictions and can be viewed by anyone.

* 22. IRS Form W-9:

Share **a link** to your organization's IRS Form W-9 [in a PDF format](#). Reimbursement funds cannot be sent to your organization unless this form is provided. Since the time frame to distribute these funds is very short, we are requesting this form now. *Make sure the link has no restrictions and can be viewed by anyone.*