

Continuing Scholar Award (CSA) - Application Form

The Continuing Scholars Award provides grants of up to \$2,500 to Arlington educators to support personal or professional enrichment experiences.

What programs are eligible?

- Experiences sponsored by professional organizations, universities and institutes, such as conferences, conventions, non-credit courses/classes, educational expeditions/trips, seminars, and workshops.
- CSAs can be used to take training that grants PDPs, but only after exhausting the district's allowance for such training. If approved, CSAs used to earn PDPs will be for a maximum award of \$1,000.
- CSAs cannot be used to pay for independent research/study projects, nor courses leading to degrees or certifications/licensures. Please check the district's tuition reimbursement program for those instances.

What kinds of expenses are covered?

Any reasonable expenses for the type of program and up to \$2,500, including: registration fees, tuition, materials, accommodations, and travel expenses. Awards are for the applicant only (companion expenses are not covered).

When do I apply?

You can apply anytime, but proposals will be reviewed in October, February, and May of every year. Complete proposals must be received by the last Friday of the month prior. Proposals arriving past the deadline will be included in the next review cycle.

Submit by...	To be considered in...
Last Friday in September	October
Last Friday in January	February
Last Friday in April	May

How do I apply?

Email the following materials in a single document to grants@aefma.org:

1. Complete *Cover Sheet*. Please note that, although cutting and pasting information from a program website into your application may provide the necessary background information, it will not successfully answer the questions required of the Personal Statement.
2. A *Personal Statement* of approximately 1–1 ½ pages, answering the following questions:
 - Why have you chosen this enrichment experience?
 - How is this experience relevant to you as a learner? How does it broaden or deepen your intellectual development?
 - How will this experience make a difference to your teaching?
 - How and when will you share what you learned from the experience?
3. *Confirmation of acceptance* into program or timeline for acceptance (confirmation of acceptance can be a second document, if necessary)

What happens if I receive an Award?

- Funds must be used within a year of award and only for the learning experience that has been approved. It will be the grantee's responsibility to communicate with AEF regarding any delays or conflicts.
- Grantees will be expected to:
 - Share the results of the experience with the community
 - Submit a report to AEF within six months of completing the experience
 - Participate in AEF's publicity, educational efforts, and community outreach
 - Coordinate necessary payments and reimbursements
- Funds must be returned to AEF if grantee leaves the district within the year following the award.
- Past grantees must wait 24 months before applying for another CSA.

Continuing Scholars Award – Cover Sheet

Please complete this form in full and submit with a Personal Statement and Confirmation of Acceptance to the program of your choice. Be as detailed as possible, so that reviewers have enough information to make a decision. Feel free to add more space than provided. AEF may contact you for additional information.

Applicant's Contact Information:

Full Name:	
Position (Grade, Department, school)	
Mailing Address:	
Email:	
Phone Number:	

Program Information:

Name of Program:
Provider/Vendor:
<p>Program Description: Please include dates, location, curriculum, goals, timeline for acceptance, etc. Please indicate whether this program grants PDPs, CEUs, or academic credits.</p>
Total Amount Requested:
<p>Detailed Budget: Please include all expenses you wish covered (allowable expenses include tuition, fees, travel, materials, and room and board; non-refundable application fees are not covered). Indicate whether you are requesting reimbursement or payment, and how you will cover any expenses that may go above the award amount.</p>