



NORTH CAROLINA MUSIC EDUCATORS ASSOCIATION SUMMER PROFESSIONAL DEVELOPMENT GRANT

- Description and Procedure
 - The Professional Development Grant Award is intended to provide grant funding to music teachers seeking to provide professional development activities specific to music education via an organized event for several teachers from two or more Local Education Agencies (LEA's).
 - Professional development activities may be proposed for funding on a matching or non-matching basis at the applicant's discretion. The total amount of funding requested from NCMEA may not exceed \$4,000.00. No individual will be awarded more than one grant within a three-year period.
 - The proposed professional development activity must:
 - Meet the North Carolina No Child Left Behind (NCLB) highly qualified teacher professional development standards
 - Address one or more music competency goals in the NC Standard Course of Study
 - Occur in the summer, and be made available at no cost to participants, who must be teachers from two (2) or more LEA's and *who are NCMEA members*.
(Rationale: this grant should serve as a perk for NCMEA members. For those who would like to participate, but are not members, this specific proviso would serve as an incentive to become a member)
 - Application forms may be secured from the Executive Director
 - Completed applications for the Professional Development Grant are to be sent to the Executive Director by March 15 for an award to be made for the NCMEA fiscal year beginning July 1 of the year of application.
 - All completed application blanks will be forwarded to the Chair of the Professional Development Grant Award Committee for action (see bullet 2 under "Criteria and Selection Process")
- Criteria and Selection Process
 - Applicant(s) must have current membership in NCMEA. Preference will be given to active teachers in North Carolina. A teacher or group of teachers may apply in collaboration with a school system, arts organization, or higher education institution.
 - A committee appointed by the President and approved by the NCMEA Board of Directors will review applications for possible approval. Priority will be given to professional development activities that will result in the improvement of teachers' instructional competencies as outlined in NCLB.
 - Prior to the Spring Board meeting, the committee will forward the approved application(s) to the Executive Director. In preparing the budget, the Finance

Committee will make a recommendation to the NCMEA Board for approval at the Spring meeting.

- The Executive Director shall notify all applicants of their acceptance or rejection within five (5) working days following the board meeting. The successful candidate(s) will be required to make a written request for the funds prior to the beginning of the project (July 1 at the earliest).
- A written report assessing the outcome of the activity must be submitted to the Chair of the Professional Development Grant Award Committee within six (6) weeks of the stated completion date of the activity. Within the same period, a financial report with attached invoices reflecting all expenditures of funds for the activity should be submitted to the Executive Director. The Chair will present a summary of the written report at the next regular NCMEA Board meeting.

See the following pages for the NCMEA Summer Professional Development Grant Application Form.



**NORTH CAROLINA MUSIC EDUCATORS ASSOCIATION
SUMMER PROFESSIONAL DEVELOPMENT GRANT APPLICATION**

(Please type and submit original copy)

Primary Applicant: _____
(last, first, middle)

Home Address _____
(street number) (city) (zip) (tel #)

Preferred E-mail Address: _____

MENC membership # _____ Date of expiration _____ / _____
month year

Additional Applicants and their MENC membership #s (list only if a group is applying for a grant):

Name of collaborating school system, higher education institution, or arts organization:

Address: _____
(street number) (city) (zip) (tel #)

Contact Person/Agent: _____ E-mail address _____

Starting date of Professional Development Activity _____ / _____ / _____
month day year

Ending date _____ / _____ / _____
month day year

Amount of funding requested \$ _____ Matching funds (if applicable) \$ _____

Will the Professional Development Activity proceed if full funding is not available? Yes/No (circle one)

Signature of Primary Applicant

Signature of Authorized Agent of Collaborating
Institution

(Use additional sheet if necessary)

PROFESSIONAL DEVELOPMENT ACTIVITY DESCRIPTION [show adherence to selection criteria, include all pertinent dates, locations, who will conduct the activity and their background information (i.e. vita, resume, or any special qualifications to conduct the activity) and names of other key individuals]

PROJECT BUDGET (should indicate all funds to be used, itemize each expenditure, and total)

Within six (6) weeks of completion, I agree to submit an evaluation of the Professional Development Activity, including an itemized budget statement with attached invoices reflecting all expenditures of funds granted.

Signature of Primary Applicant

Deadline: March 15

Return by land mail to: Dr. Reta R. Phifer, Executive Director
7520 E. Independence Blvd., Suite 155
Charlotte, NC 28227
rphifer@ncmea.net