



## The Norm Johnson Educator Enhancement Grant Guidelines

The Madison Central School Educational Foundation (MCSEF) exists to promote, enhance, and enable educational opportunities and school improvement activities in the Madison Central School District. Since 2009, the MCSEF has awarded small grants for educator enhancement/professional development opportunities which are beyond the scope of the regular school budget. In 2012, this program was renamed to honor Norm Johnson, a long-time, distinguished Madison educator. In 2015, this program was expanded to offer two application cycles, Spring, for mainly summer educator enhancement opportunities; and Fall, for educator enhancement opportunities during the school year.

### Eligibility

Pre-K-12 educators in the Madison Central School District with a minimum of three years teaching experience as a full-time teacher spending at least 50% of the time in a classroom or classroom-like setting, can apply for this grant for a professional development experience or an educator enhancement project or activity.

Educator Enhancement Grants provide funding to individuals or small teams of educators in the formation and implementation of groundbreaking classroom instruction. The grants provide opportunities for educators to integrate fresh strategies that encourage critical inquiry and to observe their effects on students. **Educators are encouraged to reflect and write about their projects or experiences, as well as to share their results with the Foundation and other colleagues.**

Consider applying for this grant if you and/or a small group of your colleagues are eager to improve your classroom instruction, are willing to document your new approach and have an imaginative plan for enriching classroom instruction.

### Grant Development

Enhancement grants may be:

- *An opportunity that offers educators a unique experience that would not otherwise be available.*
- *An opportunity, such as a study trip to a historical, scientific or any subject-related site resulting in enhanced curriculum tools for your subject area, or a professional conference.*
- *Bringing a speaker or program into the school for benefit of the entire faculty or a targeted group, i.e. whole math department.*

Grant recipients may find it helpful to develop grants in cooperation with other educators and/or their principal.

## Guidelines

- The maximum NJEE Grant award amount is \$400.
- One person or small teams may apply for the grant. List all persons who are applying for the grant.
- Grant applications need to describe the enhancement project or professional development opportunity clearly and specifically. Use the “NJEE Grant Application Criteria” on page 3 to guide you. **Inclusion of descriptive materials and pricing is encouraged.** Remember that non-educators as well as educators will be reading the application. Applications are not limited to one page.
- Grant funds may be used for fees, books or other materials that enable applicants to learn subject matter, instructional approaches and skills.
- Principals need to be consulted about the grant application and will need to sign off on it. This is to avoid duplication and to assure that the enhancement project or professional development opportunity cost cannot be funded from the regular school budget.

## Restrictions

- No grants are awarded for salaries, mileage, meals or lodging.
- Grant funds may not be used for Continuing Education credits that are beyond the scope of the workshop/seminar or are incurred independently of the project.
- Only 2 teachers from same grade level sent to same conference- (unless special circumstances prevail)

## Application Process

- Application materials are available on the Foundation website and District SharePoint.
- Applications must be sent electronically to the Foundation at:  
[MadisonEducationalFoundation@k12.sd.us](mailto:MadisonEducationalFoundation@k12.sd.us)
- Application may be made any time before 4:00 p.m. on the deadline date.

Notification that the application has been awarded or declined will be given after the Grant Review Committee and/or Foundation Board meets to review the applications.

## Upon Receipt of the Grant

- Grantees will provide a written summary or presentation of the use and effectiveness of the grant after the enhancement project or professional development opportunity has been completed.
- Grantees shall agree to use Foundation funds solely for the purpose requested.
- Grant-related expenses shall be submitted to the Foundation Office for payment and shall be designated as “NJEE Grant Expenses.”

- Grantees may be asked to inform parents, colleagues about the grant project and acknowledge the Madison Central School Educational Foundation as the donor.
- MCSEF will coordinate local publicity effort. Grantees may be asked to provide information and photos for Foundation marketing purposes.
- All materials purchased with the Foundation funds must stay with the District, but may move with the grant recipient from one school or classroom to another.

### **Selection Process**

The MCSEF Grant Review Committee will review the grant applications. Criteria the Committee may consider in the review include but are not limited to the following:

NJEE Grant Application Criteria:

- The grant application is complete. All answers are thorough and the deadline for the application is met.
- The professional development opportunity has a high impact on the applicant's professional development and will enhance the educator's subject knowledge and/or delivery method.
- The grant application has adequate research related to cost and scope of the project or professional development opportunity and the funding amount falls within the funding guidelines.

Applications will receive a total score for meeting each of the criteria which will be scored using a point system: 1 for average, 3 for above-average and 5 for exemplary. Only applications with the highest scores will receive funds budgeted for this grant cycle.

For questions regarding this grant application, please contact:

**Madison Central School Educational Foundation, Inc.**  
800 NE 9<sup>th</sup> St.  
Madison, SD 57042  
[MadisonEducationalFoundation@k12.sd.us](mailto:MadisonEducationalFoundation@k12.sd.us)  
[MadisonEducationalFoundation.org](http://MadisonEducationalFoundation.org)