**ITEF PROFESSIONAL DEVELOPMENT GRANT APPLICATION**

**Last Name:**

**First Name:**

**Email Address:**

**Phone Number:**

**Your Role:**

**School applying**:

**School district**:

**Number of staff to attend**:

**If more than one attending, please indicate the roles and names:**

**On-site, off-site, or visit to another school?**

**Name of Conference (if applicable):**

**Conference Dates:**

**Address of Professional Development**:

**Cost of training/”tuition” per person (if applicable**):

(Do not include travel costs in this amount)

**Airfare per person**:

(Include airline and proposed date of travel if applicable)

**Hotel Name:**

**Hotel City:**

**Hotel cost per person**:

(Include hotel, city, and cost per room)

**Mileage** (reimbursable at same level as allowed by school/district):

**Reimbursement rate:**

**Round trip? Yes or No:**

**Why did you choose this Professional Development experience?**

**How many total days will this Professional Development require you to be away from your classroom?** (Does this include reflection time?)

**How will this Professional Development impact the learning of your students and their development as future innovators?**

**How will you share your learning with other professionals?**

**What will you do differently as a result of the Professional Development?**

**How will the Professional Development shape your long-term plan for your classroom/school/district?**

**If you have chosen to bring Professional Development to your school or district, please answer the following questions:**

**How many people will be in the audience?** ­­­­­­­­­­­­

**Where is the venue for the speaker?**

**How will your district support this plan?**

**REQUIRED ATTACHMENTS**:

1. Letter of support from school or district administrator that approves of your time out of school, and which reflects support for this Professional Development.
2. Please attach a budget spreadsheet indicating where funds will be directed, and total cost.
3. Once Professional Development is complete, please copy, scan and email hotel/air/cost of P.D. receipts to itef@innovteched.com