



**ASTA Mini-Grant Application for Professional Development Travel  
Due September 30, 2017  
Send to walker\_ben@asdk12.org**

**Mini-grants are awarded to ASTA members on a semi-annual basis. Applications will only be considered if they are post marked or e-mailed by the due date.**

*\*If awarded a travel grant, receipts need to be submitted to the ASTA Treasurer within 45 days after the professional development, in order to receive the grant money.*

*\*Must be an Alaska resident in addition to being an ASTA member.*

*\*If awarded a grant, please submit an article to be published in the following ASTA Newsletter.*

**This application is for a professional development travel mini-grant.**

Teacher Name \_\_\_\_\_ School/District \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name of the Professional Development Conference or Seminar \_\_\_\_\_

Amount Requested (\$500.00 maximum) \_\_\_\_\_

**You may use as much space as needed to complete the following questions.**

**Professional Development Conference or Seminar Description**

1. Briefly describe the professional development conference or seminar you are planning on attending. Include in the description the conference or seminar goals, the proposed activities, and the Alaska Science Standards, NGSS elements, or District Curriculum Goals/Objectives that will be addressed. **(5)**
2. What are your personal goals for attending this conference or seminar? How will you share the information that you receive with your fellow professionals and your students? **(5)**
3. Proposed timeline including the dates of the seminar or conference and presentations of information gained at the seminar or conference.

**Proposed Budget (5)**

Budget Amount	Activity
<b>Total</b>	

Expenditures are reimbursed from receipts mailed to the ASTA Treasurer *following the documented attendance at the seminar or conference.*

**DEADLINE for Application is September 30, 2017. Application must be received by e-mail by that date.**

**Scoring Guide for Seminar / Conference TRAVEL - Mini-Grant Proposal**

	Project Description	Timeline	Personal Goals/Use of Information	Budget
<b>5</b>	<ul style="list-style-type: none"> <li>Description of the seminar or conference is complete, concise and includes all required elements (project goals, # of students involved, Standards addressed, proposed activities)</li> <li>Seminar/conference information involves active science learning for a broad range of students and professionals</li> </ul>	<ul style="list-style-type: none"> <li>Timeline is realistic</li> <li>Goals are achievable in allotted time</li> </ul>	<ul style="list-style-type: none"> <li>Personal goals are well defined</li> <li>A plan to share information is well defined and thoroughly described</li> </ul>	<ul style="list-style-type: none"> <li>Budget is clear</li> <li>All expenditures are directly related to attendance at conference or seminar</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Description of the seminar or conference is clear, includes all required elements</li> <li>Seminar/Conference information involves some active science learning for some students and professionals</li> </ul>	<ul style="list-style-type: none"> <li>Timeline is realistic</li> <li>Goals may be achieved in allotted time</li> </ul>	<ul style="list-style-type: none"> <li>Personal goals are clear</li> <li>A plan to share information is minimally described</li> </ul>	<ul style="list-style-type: none"> <li>Budget is clear</li> <li>Most expenditures are directly related to attendance at conference or seminar</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>Description of the seminar is unclear, may be missing required elements</li> <li>Seminar/conference information does not involve active science learning for students and professionals</li> </ul>	<ul style="list-style-type: none"> <li>Timeline unrealistic</li> <li>Goals not achievable in allotted time</li> </ul>	<ul style="list-style-type: none"> <li>A plan to share information is not well defined or thoroughly described</li> <li>A plan to share information is not well defined</li> </ul>	<ul style="list-style-type: none"> <li>Budget is not clear</li> <li>Expenditures are not related to attendance at conference or seminar</li> </ul>

