

**UTAH STATE OFFICE OF EDUCATION**  
**World/Foreign Language Professional Development - Reimbursement Grant Application**

**Current date:** \_\_\_\_\_ **Estimated dates of activity:** \_\_\_\_\_

Professional development funds attached to this grant application are intended for teachers who are currently teaching a foreign language. Priority is given to teachers who are *under-prepared* (no state endorsement in assigned language) or *under-qualified* (no major in assigned language). Highly-qualified teachers may apply but their application will be considered after April 2 for any money remaining. Grants may be used to help defray the costs of such things as: university courses, travel to and study in target language countries, or other approved professional development activities. Districts or schools or individual teachers are required to match some portion of the costs in order for this grant to be awarded. The maximum amount that can be granted is \$1,000.

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home address: \_\_\_\_\_ City, ZIP: \_\_\_\_\_

CACTUS ID # \_\_\_\_\_ Home phone: \_\_\_\_\_ School phone: \_\_\_\_\_

I currently teach (subjects): \_\_\_\_\_ School \_\_\_\_\_ Dist. \_\_\_\_\_

This next school year I will teach (subjects): \_\_\_\_\_ School \_\_\_\_\_ Dist. \_\_\_\_\_

My current status as a foreign language teacher is:

- Under-prepared**                       **Under-qualified**                       **Highly-qualified**  
 (No state endorsement)                      (No for. lang. major)                      (Lang. major & Utah State Cert.)

How will this activity help you meet endorsement requirements?

\_\_\_\_\_

\_\_\_\_\_

On an attached sheet please write a detailed description of the activity to which you will apply the grant. If you will use it for reimbursement for university courses (current academic year only), list the course title(s), dates, name and location of university, credit, and briefly describe the course content. If you are applying for workshops, seminars, course work or travel in a foreign country, include the sponsoring organization(s), travel dates, length of activity, credit, and description of content. Be specific. Attach a copy of a brochure or printout from a web site describing the institution you will be studying at. Professional development workshops and courses must be presented in the target language. Under-prepared and under-qualified teachers applying for a grant should request some funding or contribution from their school or district. If school or district does not provide funds, teachers may match the grant with their own funds. This grant will support a maximum of 50% of the cost of any approved professional development up to a total of \$1,000.

List the costs of the course/activity; supply funding sources and fill in the percentages:

Tuition: \_\_\_\_\_ Books: \_\_\_\_\_ Mileage @ 40.5 cents/mile: \_\_\_\_\_ Other: \_\_\_\_\_  
 (Specify)

For travel to another country: Air fare: \_\_\_\_\_ Meals: \_\_\_\_\_ Lodging: \_\_\_\_\_ Other: \_\_\_\_\_  
 (Specify)

**Total Cost of Course or Activity:** \_\_\_\_\_

USOE funds	Amount requested: _____	Percent of total: _____
District or School funds	Amount _____	Percent of total: _____
Own funds	Amount _____	Percent of total: _____

**ALL COURSES OR ACTIVITIES MUST BE COMPLETED BY AUGUST 15**

This application must be submitted and approved by the administrator in your district who is responsible for World/Foreign languages. Obtain his/her approval below before submitting to the Utah State Foreign Language Specialist listed at: <http://www.schools.utah.gov/curr/for.lang/default.htm>

<b>District Approval</b>	Date: _____	Name: _____	Position: _____
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