

IPGG Checklist

- Grant application, and supporting documentation, is submitted to K-12 Teaching & Learning Department no later than 5 P.M., Thursday, April 1, 2010.

- Application is complete:
 - all questions have been concisely answered and application follows published format
 - application is typed or prepared via word processing
 - single-sided on 8 ½ x 11” paper
 - of photocopy quality
 - stapled or paperclipped once only in upper left-hand corner
 - (It is preferable that all flyers be neatly copied single-sided onto 8 ½ x 11” paper for submission).

- Copy of published flyer is attached and includes:
 - Sponsoring agency
 - Course Title
 - Brief course description
 - Dates
 - Cost (circled or highlighted)

- If fees were paid previously and/or training attended prior to the grant submission then a copy of receipt must be included.

- Professional Growth activity will be completed during the grant period June 1, 2009 – August 31, 2010.

- If applicant receives a grant award, then a **final report of activity, along with verification of attendance, must be submitted to K-12 Teaching & Learning Department no later than October 1, 2010.** (The final report is typically 1 page long and includes a statement regarding how funds were used, what was the learning, and how does this learning impact your work.)

PLEASE NOTE: INCOMPLETE APPLICATIONS, OR APPLICATIONS LACKING DOCUMENTATION, WILL NOT BE CONSIDERED.