



# 2019-20 OAAE Professional Learning Grant Application Guide

Please read all directions on each page carefully before completing the application form.

Incomplete or incorrect applications will not be considered.

Questions may be directed to [OAAE.travelgrants@gmail.com](mailto:OAAE.travelgrants@gmail.com)

## **Purpose**

The purpose of the Oklahoma Alliance for Arts Education Professional Learning Grant is to provide financial assistance to active Oklahoma arts educators who are planning to attend their state/national conferences for professional development learning.

## **Eligibility**

Applicants for these grant funds:

- Must register to attend an approved (see page 2) state or national conference in the field of music, dance, drama/theatre, or visual art.
- Must be an OKSDE certified music, art, drama/speech/debate, or dance teacher.
- Must be a full-time OKSDE certified music, art, speech/drama/debate, or dance teacher.
- Must be a full-time Oklahoma K-12 school teacher.
- Must attend the conference for professional development or as a non-paid presenter.
- Must plan on using the grant within one year of award notification.

## **Maximum Award**

\$500

## **Application Deadline**

August 1, 2019

## **Application Process**

Complete the [OAAE Grant Application Form](#) by August 1, 2019.

The application must include the following:

- A 300-600 word essay -
  - 12pt common font
  - Saved in an uploadable PDF format.
  - Describes the nature of the conference to an interdisciplinary audience
  - Highlights the reason(s) for attending
  - Details how the conference will impact your students, program, or community.
  - Clearly states reason(s) why the applicant should receive an OAAE Professional Learning Grant.
- A letter of recommendation from the applicant's administrator or subject coordinator.
  - Saved in an uploadable PDF format.

### **Eligible Grant Expenses**

- Registration fees for conferences.
- Travel fees including airfare, train, car rental, parking, tolls, taxi, or public transportation.
- Auto travel using a personal vehicle will be reimbursed at miles driven X \$.54.5
- Lodging up to, but not exceeding, the conference hotel group rate.
- Meals and per diem up to, but not exceeding, the federal per diem rate ([www.gsa.gov](http://www.gsa.gov)).

**Note:** The award may **NOT** be used for individual membership dues of any kind.

### **Review and Award Process**

- Applications will be reviewed by OAAE in August.
- At the conclusion of review, applicants will be notified by submitted email. The applicant's recommending administrator or supervisor will also be notified.
- Applicants awarded grants will also be provided a claim form. Claim forms will be due within four weeks of the last scheduled day of the conference. Claim reviews will take place at the next scheduled OAAE board meeting. Funds will be dispersed within five (5) business days of the meeting date.

## **OAAE Professional Learning Grant Approved Conferences**

***Additional conferences must be approved before submitting application.***

***Please email conference approval requests to [OAAE.travelgrants@gmail.com](mailto:OAAE.travelgrants@gmail.com)***

AATE National Conference ACDA National Conference American String Teachers Association National Conf. DSA National Conference and Symposium EdTA National Conference International Trumpet Guild National Conference International Thespian Convention Midwest International Band and Orchestra Clinic Music for All Summer Band and Orchestra Symposium National Forensics League National Orff-Schulwerk Professional Development Conf. National Speech and Debate Association Convention North American Saxophone Alliance	NAfME Music Education & Teacher Education Nat'l Conf. NDEO National Conference NAEA National Convention OAKE National Conference OK DramaCon Oklahoma Art Education Association Annual Convention Oklahoma Bandmasters Association Convention Oklahoma Choral Directors Association Convention Oklahoma Music Educators Association Convention Percussive Arts Society National Conference SAA National Conference Texas Music Educators Association Annual Conference
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