



2017-18 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

Purpose

The purpose of the Oklahoma Alliance for Arts Education Travel 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, speech, or visual art.
- Must be an OKSDE certified music, art, drama, speech, or dance teacher
- Must be a full-time Oklahoma K-12 school teacher
- Must be attending 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, 2017

Application Process

- The applicant must submit the completed application packet by the deadline
- The application must include the following:
 - _____ Completed application form (page 3) with appropriate signatures.
 - _____ A 300-600 word essay that:
 - Is double-spaced using 12pt Times New Roman font
 - Describes the nature of the conference to an interdisciplinary audience
 - Highlights the reason(s) for wanting to attend
 - Details the anticipated conclusions on how the conference will impact your students, program, and/or community
 - Clearly states reason(s) why the applicant should receive an OAAE Travel Grant.
 - _____ A letter of recommendation from applicant's administrator or subject area coordinator.

Expenses eligible for the grant reimbursement

- **Registration fees** for conference.
- **Travel fees:** plane fare, train fare, car rental, and mileage based on current IRS mileage rate. Also may be used for parking, taxi, or public transportation fees.
- **Lodging:** up to, but not exceeding, the conference base rate for hotel accommodations during the convention.
- **Food:** up to, but not exceeding, the federal per diem rate (www.gsa.gov)

NOTE: The award may **NOT** be used to cover individual membership dues for professional organizations or societies.

Review and Award Process

- Applications will be reviewed at the OAAE quarterly meeting in August.
- A notification letter will be sent to the applicant's listed email address once decisions are made. A copy of this decision will also be sent to the applicant's recommending administrator/supervisor.
- Applicants awarded grants will also be provided a claim form, which must be returned 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 business days of the meeting date.

Approved Conferences

AATE National Conference

ACDA National Conference

American String Teachers Association National Conference

DSA National Conference and Symposium

EdTA National Conference

International Trumpet Guild National Conference

Midwest International Band and Orchestra International Clinic

Music for All Summer Band and Orchestra Symposium

National Forensics League

National Orff-Schulwerk Professional Development Conference

National Speech and Debate Association Convention

North American Saxophone Alliance

NAfMe Music Education and Teacher Education National Conference

NDEO National Conference

NAEA National Convention

OKAE National Conference

Oklahoma Art Education Association Annual Convention

Oklahoma Bandmasters Association Summer Convention

Oklahoma Choral Directors Association Annual Convention

Oklahoma Music Educators Association Annual Convention

Percussive Arts Society National Conference

SAA National Conference

Texas Music Educators Association Annual Conference

Additional conferences must be submitted for approval and be approved before application will be accepted for consideration. Please email requests to OAAE.travelgrants@gmail.com.

OAAE Grant Application

Please type the required information. Incomplete or incorrect forms will not be considered.

First Name _____ **Last Name** _____

Address _____ **Phone** _____

City _____ **Zip** _____

Email _____

School _____

Subject Areas Taught: Music Drama Dance Speech Art

Conference _____ **Dates** _____

How many times have you attended this event in the past? _____

Have you received an OAAE travel grant before? Yes _____ No _____

If yes, when? _____ **Amount of Grant?** _____

Estimated Travel Expenses:

Airfare _____

Lodging _____

Per Diem _____

Mileage _____

Other _____ Explain _____

Anticipated contributions from other sources:

School: _____

Personal: _____

Other: _____ Explain _____

Applicant Signature

Date

Administrator Signature

Administrator Name (print)

Date

Administrator Email Address

Please email application and materials to OAAE.travelgrants@gmail.com or mail them to:
OAAE, Attn: Travel Grants, P.O. Box 1275, Jenks, OK 74037