**PRESENTATION GRANTS**

**PURPOSE**

Grants not exceeding $800 will be awarded on a competitive basis to support Second-Year ACE teachers who wish to **present** at state, regional or national conferences.

* **Who is Eligible:** Any 2nd Year ACE teacher who will be presenting at a state, regional or national conference can apply.
* **Amount:** Grants for up to $800 may be submitted. Typically 2-4 awards are given each semester.
* **Deadline for application:** Applications are due by September 19 for the fall semester and January 20 for the spring semester.
* **Selection Process and Notification:** This is a competitive application process with awards given twice annually. Review of applications by selection committee will consider the merits of the presentation, conference, and impact potential. Notifications to award recipients will occur by September 25 for fall applications and January 25 for spring applications.

**APPLICATION FOR PRESENTATION GRANT MONEY**

I. Complete the ACE TEACHER INFORMATION FORM and secure necessary signatures.

II. Prepare a one page application with the guidance of your content faculty to address the following:

1. ACE TEACHER INFORMATION

Name:

School:

Location:

Subjects:

1. CONFERENCE INFORMATION

Conference:

Location:

Dates:

1. DESCRIPTION OF PRESENTATION

Presentation title:

Names of Co-Presenters:

Presentation format (poster, round table, interactive session, speed learning session, etc.):

Conference program description:

Actionable objectives of the presentation:

Briefly describe how the presentation will contribute to your present and future career plans in education.

1. PROPOSED BUDGET [note - you may not receive funds for all items]

Complete applicable areas and include any additionally requested expenses:

 Transportation (type/cost):

Registration (Note: Free registration is provided when presenting at some conferences. If not, be sure to register as a student member.):

Lodging (# nights/cost per night/total cost - ACE encourages economical budgeting, such as staying with friends and sharing rooms.):

Food: (# of days/cost per day/total cost):

Additional Expenses (describe with cost estimate):

1. DISSEMINATION

Describe how you plan on disseminating feedback and findings from the conference to your fellow ACE Teachers and/or school colleagues.

IF AWARDED A GRANT:

1. Recipients must confirm their presentation and participation in the conference within one week of notice of funding.
2. Recipients will be reimbursed for approved expenses and are contingent on receipts submitted after the conference. Travel expenses prior to the conference, such as conference registration may be funded via the ACE office provided the ACE Teacher supplies all necessary information to Janet Swain (jswain@nd.edu) to enable direct payment by ACE.
3. Recipients are required to share some aspect of their presentation with ACE teachers of the same content area via their content assessment course. Recipients are also encouraged to share presentations with their school colleagues.

**PRESENTATION GRANT APPLICATION**

**ACE TEACHER INFORMATION FORM**

Name:

School:

Location:

Subjects:

My signature below indicates that all information in the application is accurate.

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Signature Date

**NECESSARY APPROVALS**

I support this conference presentation and request for funding.

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Content Professor

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Principal

* Complete and send along with proposal via e-mail with subject line: **Presentation Grant Money**

to Academic Director, Academic Program Kati.Macaluso@nd.edu