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Charles Crane Family Foundation Professional Development Fund

March 2017
Adar 5777

Dear Baltimore Area Jewish School Educators:

We are now accepting applications for Professional Development for the May submission period.

This year's application for educator stipends can be found on our website at www.cjebaltimore.org/grants. Applicants for these funds must be principals or teachers in preschools, congregational schools or day schools/yeshivot in Baltimore.

Step-by Step Application Process:

- You must complete and submit the form **online**.
- You will receive an email confirmation that the form has been completed.
- You should print a copy of the application from the email confirmation and submit the form with supporting documentation to your school principal for approval and signature.
- Once your application is signed by the principal, please scan the application and submit it to Terri Rosen **by email** to trozen@cjeb.org, or by fax to 410.735.5002. [Your principal may do this for you as well]

Some teachers may not have personal access to the Internet. We have asked your administrator to provide you with access at your school so that you can complete the required forms online. Alternatively, you are welcome to visit CJE and we will provide access to a computer.

Background:

The Charles Crane Family Foundation generously provides these stipends to our community's Jewish educators in order to encourage and enable participation in professional development programs. Individual teachers and principals are eligible for these funds, subject to available resources.

Stipend Details:

- Educators are eligible to receive up to \$1,000 per **year**, not to exceed one-half of total expenses incurred for each request, and up to \$1,500 for credit-earning college courses.
- **New this year:** Minimum cost of program must be \$50, with an exception for Early Childhood series with multiple, smaller classes.
- Expenses eligible for reimbursement can include related costs that enable the applicant to participate in the experience(s) (e.g. travel expenses, lodging, application fees, etc.).
- Preference will be given to applicants who have not previously received stipends from this fund.
- Final determination of the stipend amount will depend on the number of applications submitted to the fund.
- All applications must be completed and submitted to the CJE by **May 11, 2017 (this is an absolute deadline; please plan accordingly!)**
- A selection committee will meet following the deadline to review applications and to award stipends.

Applications will only be accepted for professional development opportunities that have already been completed. In the past, we have been able to fund *most* eligible requests, but we cannot guarantee that this will always be the case. You and your principal should discuss the availability of school resources in the event that Crane funds are not available to cover the requested amount.

To assist us in reviewing applications we ask for copies of receipts and registration forms, proof of program completion, and brochures describing the completed course or program. **Please be sure to submit these to your principal together with your application when you are obtaining an administrative signature.**

Reporting Guidelines: You are required to submit, as part of your application, a few sentences on how the experience relates to your professional development goals (applications without this will be considered incomplete). You are also required to submit a professional development report **to your principal** upon completion of your experience.

The Crane Foundation continues to offer extraordinary support and encouragement to our Jewish educational enterprise by providing Jewish educators with financial incentives to pursue professional development opportunities. In previous years, this fund has distributed as much as \$100,000 per year for professional development stipends. It is appropriate to communicate your appreciation for these incentives directly to Mr. Laurence Katz, president of the Crane Foundation (c/o Charles Crane Family Foundation, DLA Piper, 6225 Smith Avenue Baltimore, MD 21209). He shares many of the letters he receives with the other trustees, demonstrating the impact of the program.

Sincerely,


Lawrence M. Ziffer

**The Charles Crane Family Foundation Professional Development Fund
is administered on behalf of the Foundation
by the Louise D. & Morton J. Macks Center for Jewish Education**