

# Academic Enrichment Grant

## Application Questions

**Notice:** This is NOT AN APPLICATION. It is a resource to help you review questions in advance so that you can prepare to submit them online. Applications can be saved and edited before they are submitted. To access the application, visit [mccartheydressman.org](http://mccartheydressman.org) and click on Login.

**Important:** Read the FAQs and Important Dates page at <http://mccartheydressman.org/faqs-important-dates/> page before completing your application.

### Background Information

Project Title
Personal Title (Mr., Mrs., etc)
First Name
Last Name
Email Address - <i>Make sure the email address you list is accessible and active during the entire year (especially during the summer).</i>
Address Line 1
Address Line 2 (optional)
City
State
Zip
School Name
School Year Address (if different)
School Year Address 1
School Year Address 2
School Year City
School State
School Year Zip
School Year Phone Number

### Narrative

Order	Question	Word Count
1	Describe your project.	500
2	Please provide at least two references (models, books, or research citations) related to your project.	200
3	Describe your school/organization and the students who will participate. Include pertinent student information, numbers of students in project, demographics, socioeconomic characteristics etc.	100
4	Describe how your project meets these criteria: *Is original, pioneering or innovative *Connects to the culture of your community *Will enrich academically the lives of participants *Demonstrates local support	200
5	Describe what will be produced from this project that can be disseminated. (Examples: student products such as journals, DVD, power point, etc.	100
6	Describe your plan to implement the project, including timelines and specific projects.	100

7	Complete the BUDGET FORM. Indicate if you are applying for 1-3 years. Describe in the box below any additional information you may want to supply regarding the budget.	50
8	How will you evaluate this project? Describe the indicators of effectiveness you will use, such as numbers of students involved, new skills participants will acquire, audiences impacted by the student work, benefit to the community, benefit to students, etc.	100

## Budget

### Year 1

WHAT WILL THE MONEY BE USED FOR?	HOW ARE THESE EXPENSES RELATED TO YOUR PROGRAM?	WHEN WILL THE MONEY BE SPENT?	AMOUNT OF MONEY NEEDED

### Year 2

WHAT WILL THE MONEY BE USED FOR?	HOW ARE THESE EXPENSES RELATED TO YOUR PROGRAM?	WHEN WILL THE MONEY BE SPENT?	AMOUNT OF MONEY NEEDED

### Year 3

WHAT WILL THE MONEY BE USED FOR?	HOW ARE THESE EXPENSES RELATED TO YOUR PROGRAM?	WHEN WILL THE MONEY BE SPENT?	AMOUNT OF MONEY NEEDED

## Reference Letters

**Note:** You'll provide this contact information for Sender 1, Sender 2 and Sender3. Senders will receive information by email so make sure the email address is correct. Must submit at least 3 recommendations.

First Name
Last Name
Address 1
Address 2
City
State
Zip
Email
Phone Number

All recommendation letters must be uploaded to the online system by senders *before* you can submit your application.

- We ask you to invite at least three (but no more than five) letters of recommendation from professors or others who know you well. A maximum of five email address spaces are included. **You may not reset these email addresses once submitted.**

- For scholarships, your recommendation letters should address your academic abilities and achievements thus far, your character, and your promise as a teacher. If you are applying for the Teacher Development or Academic Enrichment grants, the recommendation letters should address the individual's leadership abilities as well as how the project will make a difference in the school or community. The individual whose address has been provided will receive an email with instructions for uploading a reference letter in one of the following document types: .doc, .docx, .txt, .pdf, .jpg, .jpeg, .tiff, .tif.
- When you return to your online application, you will see that the reference status is 'pending' if an upload has not been received or a 'complete' if it has been received. **Your application is not complete and may not be submitted until you have at least three letter files uploaded.**
- You are responsible for communicating with letter authors regarding the submission process. We strongly recommend you communicate with the individuals providing your letters in advance asking them to add [info@mccartheydressman.org](mailto:info@mccartheydressman.org) to their approved contacts so that they do not miss the message. They should look for a message with the subject line "Recommendation for \_\_\_\_\_."
- Each time you request a letter to be sent from an individual, they receive a *new link* for submitting the letter which invalidates the old link. If you have requested their reference multiple times, they may have received more than one email. The recipient will need to locate the most recent email and use that link to submit their letter.
- **NOTE: Letters must be uploaded no later than April 15. At least three letter files must be attached in order to submit your application.**