



AFLTA Professional Development Grants Guidelines for Submission

Introduction:

As of fall, 2015, all funding sources for travel and professional development programs for AFLTA members has been consolidated into one funding program. This will allow for flexibility of the AFLTA membership to apply for and demonstrate need for funding for a number of approved activities described within these guidelines. The purpose is to encourage AFLTA members to participate in professional development activities that will enhance language teaching and learning.

Criteria:

1. Grant funds will be awarded on a competitive, first come-first served basis.
2. Applicants must be current AFLTA members.
3. Online applications must be completed in full to be considered for funding, due each year by **September 1**.
4. Proposals must delineate clear, well-defined goals, sound educational value, and represent the applicant's' original thoughts.
5. Proposals will be accepted for any amount, up to a maximum of \$1000, for **activities** such as:
 - Conference Attendance or Travel - AFLTA, ACTFL, CSCTFL, SCOLT
 - Study Abroad - to enhance language proficiency of an AFLTA member
 - Professional Development - seminars, webinars, WL professional workshops, WL assessment activities
 - Other approved professional development activity in world languages
6. Proposals must have the following **components** completed **online** in the accompanying link:
 - Description - defining the purpose with details
 - Rationale - describing the benefits for AFLTA and/or their stud
 - Timeline - detailing the start/stop points for related events
 - Budget - providing an itemized list of all related costs
 - Dissemination Plan - explaining how outcomes and impact will be shared with other colleagues, students, institution, community, etc.

[GRANT PROPOSAL FORM - ONLINE SUBMISSION](#)

7. Grants may **not** be used to purchase equipment, food for activities, or technology.

8. The grant committee is chaired by either the President-Elect or Past President, comprised of AFLTA appointed members, and will evaluate proposals based on the attached rubric.
9. Grant funds will be distributed and coordinated by the Executive Director. Award recipients will be reimbursed for budgeted expenses after completion of the activity.
10. Recipients will be notified by **October 1** if they have been awarded.
11. Recipients must agree to (1) submit a final report to the Executive Director on how the funding is spent prior to reimbursement by AFLTA and (2) present at the AFLTA Annual Conference held in October of the following year.
12. All grant awards will be announced at the AFLTA Annual Conference.



**AFLTA Professional Development Grants
Proposal Evaluation Rubric**

Components	Does not Meet (0-2 pts)	Meets Expectations (3-4 pts)	Exceeds Expectations (5pts)
Proposal Description	inadequate explanation of the purpose of the proposal	sufficient to explanation of the purpose of the proposal	clearly defines proposal with detail and clear purpose for the project/activity
Proposal Rationale	insufficient detail(s) for how proposal will benefit AFLTA member and/or students	some detail(s) of how proposal will benefit AFLTA member and/or students	clear detail(s) of how proposal will benefit AFLTA member and/or students
Timeline	unclear when and how events take place and are completed	timeline has clear start and stop points	timeline has clear start and stop points as well as additional relevant information throughout
Budget & Narrative	budget is not clearly defined; evaluator may not be clear on costs	budget has some details of how money to be spent with appropriate categories	budget is clearly delineated and meets requirements described above
Dissemination Plan	very little to no discussion of a dissemination plan to share with others the impact of the project/activity	some discussion of a dissemination plan to share with others the impact of the project/activity beyond the benefit of the grant recipient	very clear and detailed dissemination plan to share with others the impact of the project/activity beyond the benefit of the grant recipient

TOTAL _____/25