

Guidelines for Requests for Funding: WITESOL Regional Professional Development Events

January 2017

WITESOL welcomes requests for regional mini-workshops, mini-conferences, or other professional development events organized by WITESOL members to provide professional development opportunities for teachers, administrators, other staff who work with English learners and their families. Individuals or local teams of WITESOL members may develop proposals for these events using the following guidelines.

WHAT IS FUNDED:

WITESOL will support funding for a regional workshop, mini-conference, or other PD activity (up to \$500 total for any calendar year). These amounts are subject to approval from a committee of the WITESOL Board and the availability of funds from WITESOL. The purpose of this funding is to support efforts by WITESOL members to provide smaller professional development opportunities at the regional level in Wisconsin outside of the annual conference.

WHO IS ELIGIBLE:

Those who submit proposals must be members of WITESOL. Individual WITESOL members or local teams of members are eligible to submit a proposal for funding.

GUIDELINES FOR PROPOSALS:

1. **Focus of Proposal:** Proposals must focus on providing professional development (PD) to improve the instruction of English learners (ELs) and/or the capacity of staff or families to advance the learning of ELs.
2. **Intended Audience:** The intended audience for the proposed PD should be a specific region, school district, or CESA district in Wisconsin. PD events must take place in Wisconsin.
3. **Event date:** The professional development (PD) event should not be scheduled for the month before or the month of the annual WITESOL conference (not October or November). See WITESOL website (witesol.com) for the date of the conference.
4. Please include the following in any proposal:
 - **Contact information:** Name of contact person, affiliation, email address, and phone number (include a cell phone number)
 - **Purpose or rationale for the PD event** – Why is the event needed?
 - **Brief description of event** – What kind of event are you planning (e.g., a mini-workshop, a mini-conference, something else)?
 - **Targeted audience(s) for the event** – Who is the event planned for? Which group(s) do you hope to attract? How will you publicize the event?
 - **A timeline or proposed schedule of the event** – What will happen that day?
 - **Anticipated outcome(s)** – What do you hope to accomplish by hosting the event?
 - **Anticipated budget** – What parts of the PD event will you support? What parts do you need help to fund?
5. **Length of proposal:** Aim for 1-2 pages for the proposal and one page for the budget. Please do not exceed 3 pages total. Proposals should be typed and submitted as an attachment to an email and sent to both the President and Past President of WITESOL (see witesol.com under Board Members for current names and email addresses).

DEADLINE FOR SUBMISSION OF PROPOSALS:

- March 1: for PD events April – June
- June 1: for PD events July – December (check date of WITESOL annual conference)
- December 1: for PD events January – March

Decisions on funding proposals will normally be made 3-4 weeks after the submission deadline.