



2026-2027 Catalyst for Change Individual Teacher Professional Development Opportunity
Application Template

Please note: you have to submit your application through the [AwardSpring platform](#) to be reviewed. However, you are welcome to use this sheet to fill out your application and then copy and paste into AwardSpring.

If you have any questions throughout the grant application process please contact Christopher Carnes at concarnescr@alachuaschools.net or [schedule a time to meet with him](#). We are here and happy to help!

Application Timeline:

8/6/26- Applications Open

8/24/26- Grant Training

9/20/26- Application Deadline

10/8/26- Recipients Notified

1/11/27- Mid-Year Reports Due

5/10/27 - Final Reports Due

Individual Teacher Professional Learning Opportunities: Teachers can apply for funding to attend a conference/workshop that will increase their professional development and lead to stronger classroom instruction and outcomes. Applicants must provide the opportunities name, location, dates, cost of attendance, estimated cost of lodging/food, estimated travel expenses, project narrative, and after being awarded must provide an implementation plan of how you would use what you have learned in your classroom.

Opportunities must not be already funded by the district or other means. Any conferences outside of the State of Florida must be approved by both the Education Foundation of Alachua County and also approved by the State Office.

Please note that this funding is on an as available basis as funds become available so you may not get contacted until later in the school year. Keep this in mind when choosing your conference dates. Decision on funding is prioritized



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based on your school need, your project narrative, and responsiveness to future emails.

Need help navigating the scholarship portal: [Click this helpful guide](#)

Name(First and Last)

What is your ACPS Email address?

What is your ACPS Phone Number?

What is your personal phone number?

School/Work Location

Your Job Title (ex. 2nd Grade Teacher)

The following information can be found at <https://edudata.fldoe.org/ReportCards/Mapping.html> by going to the report card, and selecting the school report card. If this is a project that impacts multiple schools use Alachua County district information.

What was your school's grade last year?

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ F



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What is your school's "identified for support" status?

- ☐ Additional Targeted Support and Improvement (ATSI)
- ☐ Targeted Support and Improvement (TSI)
- ☐ Comprehensive Support and Improvement (CSI)
- ☐ N/A

How many years have you been with the Alachua County School District?

Have you applied for a Catalyst for Change grant in the past?

- ☐ Yes, I applied and received a grant
- ☐ Yes, I applied and did not receive a grant
- ☐ No, this is my first time applying

I am interested in applying for

- ☐ Innovative Classroom/School Grants
- ☐ Woz ED Science Kits
- ☒ Individual Teacher Professional Learning Opportunities

Please obtain approval from your principal for this project. Once you have approval, please type their name.

Certification: I do hereby certify that the facts presented in this report are true and that my school's principal has agreed to support this project. All applicable statutes, SBAC policies for fiscal control and records maintenance will be implemented to ensure proper accountability for funds distributed for this project and that all of the above expenditure information will be documented with receipts. I also acknowledge that I am aware that I will be required to submit a final evaluation form no later than May 10, 2027, and that all monies not spent must be returned to The Education Foundation by **May 1, 2027**. Lastly, I acknowledge that all items purchased with this grant money are property of the school, not the individual teacher.



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Please type your name and the date below signifying your acknowledgement and agreement.

Conference/Opportunities Name

Please link the conference website below

Location

Dates

Please download a copy of this sheet. Then attach this form by uploading it to the grant application. DO NOT SUBMIT THIS WHOLE GRANT TEMPLATE AS YOUR BUDGET, ONLY YOUR BUDGET SHEET SHOULD BE UPLOADED.

[Estimated Professional Learning Opportunity Budget:](#)

Teachers Name:

School:

Conference Name:

Category of Expenditure	Reason/Explanation	Amount
Cost of Attendance and Fees	Attendance Fee \$_ Processing Fee \$_	
Per Diem rates can be found at: https://www.gsa.gov/travel/plan-book/per-diem-rates		



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Use 2026 as the fiscal year. Type in the city the conference is happening in and navigate to the month it is in for cost to report below.		
Per Diem for Lodging	Number of days: Cost per day: Total cost:	
Per Diem for Meals (<i>do not count any meals that are included in conference fees</i>)	Ex. Date 1 Dinner \$_ Date 2 Breakfast \$_ Date 2 Lunch Provided by conference Date 2 Dinner \$ _	
Estimated travel expenses (airfare or car mileage) You are reimbursed 0.58 cents per mile driven	Provide an estimate of the flight and/or the estimate of number of miles driven Multiply the number of miles by 0.58 cents per mile	
Substitute for your class	\$105.00 per school day absent	
Other Expenses		
Total Cost	(Please double check calculations)	

Total estimated cost of the opportunity



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Project Narrative: Describe the learning goals of this conference, how you would plan to implement the lessons into your classroom, and how you believe it would help you become a more effective educator this school year. (750 max)

I understand that if selected I must draft an implementation plan from what I learned at this opportunity and directly tie it into instruction in my classroom this year and future years.