



**GRANT APPLICATION
FOR
ADMINISTRATION
AND
CONTINUING EDUCATION**

Parent – Teacher Associations – Grant Application

| | | | |
|---|----------------|---------------------------|------------|
| Name: | | | |
| Address: | | City | Zip |
| | Street | City | Zip |
| Home Telephone: | | Cell Phone: | |
| College or University you will attend and Program in which enrolled | | | |
| | | | |
| Your need for further study | | | |
| Are you eligible to receive other financial assistance including assistance from the school in which you are employed? | Yes | No | |
| If yes, type of assistance | | Amount | \$ |
| | | | |
| List High Schools and Colleges you attended | | | |
| NAME | ADDRESS | DATE OF ATTENDANCE | |
| | | | |
| | | | |
| | | | |
| List Schools(s) of Trenton Diocese where you have served or are serving | | | |
| NAME | DATES | | |
| | | | |
| | | | |
| | | | |
| | | | |
| How will this award provide meaningful educational experiences for the students whom you teach? How will it help you to grow as an educator? | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Revised 2/2017

Please note: Only one application per school year will be accepted.

The Parent Teachers Association of the Diocese of Trenton, in a joint effort with the Department of Catholic Schools, offers nine educational grants per year in order to provide financial assistance to Catholic school teachers who pursue studies towards school administration.

The purpose of offering grant monies is to encourage, attract and enable Catholic school personnel to work towards advanced degrees in supervision and administration, certification or for their own enrichment as well as that of the students.

Courses must be in an accredited program towards certification or matriculation. Recipients are eligible for aid up to \$500 per year. Grant applications are to be made on an annual basis.

ELIGIBILITY REQUIREMENTS

1. Elementary or secondary teachers presently employed in a school of the Trenton Diocese who have completed at least one year of teaching in a Catholic school of the Trenton Diocese
2. Applicants working towards a degree in supervision and administration or a degree or certification program.
3. Completion of grant application and submission of application to the Department of Catholic Schools during the application window extending from August 15 to September 15. Late applications will not be considered.
4. Submission of evidence of completion of course within two weeks after course completion.

CONDITIONS

1. Grant recipients are employed in the schools of the Trenton Diocese.
2. Two letters of recommendation are to be sent to the Department of Catholic Schools: from the present principal and from present pastor. These are required only for the initial application. The letter from the present principal includes verification of the applicant having completed at least one year of teaching in Catholic education in the Diocese of Trenton.
3. Applicant's school PTA Unit must be a participating member of the Regional and Diocesan PTA with membership dues for the Region and Diocese paid by November 1.
4. If the grant recipient discontinues employment at the Catholic school he/she is expected to reimburse the grant monies paid to the college/university by the Diocesan PTA.

DEADLINES:

The application window is from August 15 to September 15.

PROCEDURE FOR PAYMENT

PTA will pay monies directly to college or university.

Applicants who qualify for tuition grants will be notified by September 22.
Copy of notification will be sent to the college with check.

Return Application to:

Superintendent of Catholic Schools
Department of Catholic Schools
701 Lawrence Road
Trenton, NJ 08648