



# GAE Foundation Best Practices Grant Application Form

*(Please submit this first page only and the Best Practices Project Plans as PDFs.)*

Name (first, middle, last) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email (home) \_\_\_\_\_

Email (other) \_\_\_\_\_

Last Four SSN \_\_\_\_\_ date of birth \_\_\_\_\_

member of GAE?  yes  no (Membership will be verified.)

currently employed by \_\_\_\_\_ (district) \_\_\_\_\_ (school)

current assignment preschool elementary middle high

number of students who will be impacted by the funding of this grant \_\_\_\_\_

Have you previously been awarded a GAE Foundation Best Practice Grant?  yes  no

**Submit the entire packet electronically as a PDF to [Foundation@GAE.org](mailto:Foundation@GAE.org) by March 31, 2025.**  
Incomplete scholarship application packets will not be eligible for consideration.

### Formatting considerations

- a. Submit only one-sided PDFs.
- b. Type the application and all other required documents.
- c. Use a legible (Arial or Times New Roman) 12-point font.
- d. Double space all other required documents.

### Additional information

- Grant winners will be notified by May 31, 2025.
- Each grant award will be up to \$1,000.
- All application materials submitted will remain on file with the GAE Foundation.
- Members or relatives of the Georgia Association of Educators Foundation Board of Directors are not eligible to receive grants awarded by the Georgia Association of Educators Foundation.
- If you have any questions regarding the grant application process, please contact the GAE Foundation at (678) 837- 1100. You may email us at [Foundation@GAE.org](mailto:Foundation@GAE.org).
- Grant awards are not transferable.

**By signing this application form, I certify that all information submitted is true and accurate.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional information follows.**

## ADDITIONAL INFORMATION

### BEST PRACTICES GRANT

**eligibility:** Members of the Georgia Association of Educators who are actively teaching in the classroom or serving in a supporting educator position (e.g. counselor, social worker, media specialist) or as an educational support professional (ESP) in a Georgia public school are eligible to apply for this grant. Any money awarded from this grant may not be used for a salary, stipend, or any other form of compensation for the applicant and may not be used for other costs not directly related to the project.

**Best Practices Project Plan**– Submit a plan explaining your best practices project.

The plan should include the following clearly identified components:

1. Objective of the project
2. Identification of how the implementation of the project will impact and enhance student success
3. Description of activities that will be conducted in the implementation of the project
4. Timeline for the project
5. Specific line-item budget of expenditures for the project
6. A list of any financial assistance or other grants you have been or will be awarded for this project
7. Evaluation plan to be used to determine the impact on student success

Upon acceptance of the grant award, the recipient agrees to

- implement the project in accordance with the plan submitted.
- submit an itemized report if requested of actual expenditures and receipts upon completion of the project no later than one year from the date funds were received
- return unused grant funds to the GAE Foundation no later than one year from the date funds were received
- submit a completed evaluation report if requested no later than one year from the date funds were received
- grant the GAE Foundation an interview about this project if requested.

Checklist for GAE Foundation Best Practices Grant application:

Application completed, signed, and dated.

Best Practice project plan enclosed.