



PROFESSIONAL GRANTS GUIDELINES

- 1 That a maximum of \$3,000.00 be set aside each year, but to be available to more than one recipient, with a maximum of \$1,500.00 to any one person.
- 2 The criteria for each grant:
 - a] to engage in study, research or any project which is of value to the teaching profession in general, and to independent schools in particular, and for which no other grant or assistance has been, or is likely to be given.
 - b] to undertake professional development that is not funded or fully funded by the employing school, which may include visiting schools overseas.
 - c] consideration will be given towards the assistance of travel and accommodation expenses.
 - d] a written report is to be submitted to the National Executive within three months of completing the undertaking, which may be published in whole or in part in the ISEA Newsletter.
- 3 The grant is not available to pay for course fees for any personal tertiary or professional qualifications, except that any research costs not covered by any other grant could be considered.
- 4 Applicants must be financial members of ISEA and currently employed in an independent school for at least 12 months.
- 5 Applications will be called for in the ISEA Newsletter and will close at the end of end of May. Applications are to be made on the application form. The National Executive will make the decision.
- 6 Applicants will be required to outline the reasons for the application, the expected costs and the amount of the grant applied for, as well as any other information relevant to the application.
- 7 Consideration will be made to grants being awarded retrospectively for six months.
- 8 50% of the grant will be made before the activity etc starts and the remaining 50% will be paid on completion and the receipt of a report for the Newsletter.