

# Catholic School Teachers Endowment Fund

## *Fund Summary*

Since 2004, the Catholic School Teachers Endowment Fund (CSTEF), established by the O'Neil Family, has been released annually to the Office of Catholic Education for distribution to the schools. These funds are not government restricted and may be used for Catholicity initiatives. Schools can apply for these funds for the following:

- Two or more schools coming together for a common initiative;
- A school team participation in a convention or training on a subject aligned with the school's student improvement goal or Catholic Identity goal.
- A district-wide workshop or training in support of clustering or collaboration at the local level.
- Professional development opportunities in support of OCE initiatives.

## *Application Process*

To make application and receive funds from the CTSEF, schools are required to do the following:

1. Complete and submit the funding application:

All requests for funds must be based on specific needs as evidenced by the proposal's alignment with the District Plan and the School's Improvement Plan.

Once the plan is completed, schools will complete and submit funding applications to their Area Superintendents.

2. Meeting with the Area Superintendent:

Once the funding application has been submitted, a meeting with the Area Superintendent will be held to review the proposal. The Area Superintendent must approve the proposal for the school to receive funds.

3. Upon approval of the Area Superintendent, applications will be forwarded to the Educational Services Department and Superintendent's office for final approval and appropriation of funds.

4. All grant awards must be followed by a Grant evaluation form submitted within four weeks of the grant event.

5. All invoices are to be forwarded to John Szarwark, in one mailing, for processing of payments.

## *Fund Distribution*

**Maximum \$2,000 disbursed per school**

For example: 2 schools = \$4,000  
3 schools= \$6,000  
4 schools= \$8,000

# Professional Development Application Form

Application Deadline to your Area Superintendent for 2009-2010 school year is May 3, 2010

\_\_\_\_\_  
Program Title

\_\_\_\_\_  
Program Date

\_\_\_\_\_  
Program Site

\_\_\_\_\_  
Program Presenter

Schools Participating (attach additional sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state how this professional development opportunity will support each of the following:

District Goals

School Improvement Plan

Student Achievement

Funding Requested:

\$ \_\_\_\_\_

**Maximum \$2,000 disbursed per school**

For example: 2 schools = \$4,000  
3 schools = \$6,000  
4 schools = \$8,000

Please indicate estimated costs for professional development activity:

Speaker Stipend \$ \_\_\_\_\_

Site Rental \$ \_\_\_\_\_

Materials Cost \$ \_\_\_\_\_

Registration Fees \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Return application to your Area Superintendent no later than May 3, 2010 at  
The Office of Catholic Education • 1404 East Ninth Street • Cleveland, OH 44114

# Professional Development Evaluation Form

Program Title \_\_\_\_\_

Program Date \_\_\_\_\_

Program Site \_\_\_\_\_

Program Presenter \_\_\_\_\_

Schools that participated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a narrative summary of the outcomes from the professional development activities:

Please indicate final costs breakout for professional development activity:

Speaker Stipend \$ \_\_\_\_\_

Site Rental \$ \_\_\_\_\_

Materials Cost \$ \_\_\_\_\_

Registration Fees \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Funding requested:

\$ \_\_\_\_\_

Funding spent:

\$ \_\_\_\_\_

School in-kind expense:

\$ \_\_\_\_\_

Return evaluation no later than 4 weeks post event to your Area Superintendent at

The Office of Catholic Education 1404 East Ninth Street •  
Cleveland, OH 44114