Los Alamos Public Schools Foundation
Professional Development Grant
Guidelines and Terms

To apply, fill out the online application at lapsfoundation.com

Fall Grant Cycle: September 1 - November 30
Spring Grant Cycle: February 1 – April 30

Introduction
The mission of Los Alamos Public Schools Foundation (LAPSF) is to serve as the connection between our community and school district, evaluating needs and investing resources to improve the quality of public education in our community. In accordance with this mission and the strategic goal of "providing quality professional development opportunities for district educators", the Foundation will award Professional Development grants for teachers each semester. Any licensed LAPS teacher may apply. This document provides guidelines and terms for the Foundation's bi-annual grant process. Following these guidelines will help to ensure that your application will receive proper consideration.

What do LAPSF Professional Development grants support?
The Foundation is interested in funding professional development activities that augment the basic curriculum and align with New Mexico Content Standards. The committee will not fund requests for professional development activities that are typically funded by the school district. Preference will be given to those who have not attended an off-site professional development activity in the last 2 years.

Who decides whether a request gets funded?
The LAPSF Projects & Programs committee, comprised of a diverse group of individuals, will review applications each cycle. The committee will make funding recommendations to the LAPSF Board of Directors, and the Board will vote on the recommendations.

How to apply, and what are the requirements?
- Submit the grant application online at https://lapsfoundation.com/programs/professional-development/professional-development-grant-application/
- It must be filled out completely and adhere to deadlines.
- It should include a clear presentation of the request and be written for an audience of non-educators.
- The applicant(s) must agree to take photos and report back to the LAPS Foundation after the activity is complete.
- The applicant(s) must review the proposal with their site administrator and have their concurrence regarding the application details.
- If the grant spans multiple schools or includes multiple classrooms, then there must be one contact person who will convey all messages from LAPSF to the rest of the grant participants.
- The person submitting the application must be a licensed LAPS teacher.

What makes a grant application successful?
- Demonstrate a true need for the professional development activity, and explain why your request should be selected over others.
- Make every effort to trim travel costs, such as room-sharing, alternative modes of transportation, and researching cost-effective options for travel and lodging (ex: often conference hotels are expensive, and more reasonable alternatives exist near the conference venue).

- Provide a thorough budget (ie: no additional expenses will be requested at a later date).
- Explain how information learned at the professional development activity will be shared with others at the school site and/or district upon return.
- Preference may be given to those who have not attended an off-site professional development activity in the last 2 years.

Is there a funding limit for Professional Development grant requests?
In the past, the Foundation has not had an amount limit for PD requests because we understand that travel can be expensive and we don't want to deter people from applying. However, please understand that we only budget a certain amount each semester and we would like to see the funding impact as many people as possible. Most applications the board approves are in the $1000-$1500 range per person. During the pandemic, PD grant requests dropped off significantly and so our grant funding was not as competitive. As of Spring 2025 we now receive more requests and therefore have to turn some down. If you are applying for a grant to go to a conference and requesting more than approximately $1500, your application is not as likely to be approved unless you seek out funds from other sources, including LAPS, and try to limit costs.

Deadline:
Each semester's grant cycle is 3 months. Applications are due by April 30 for the spring semester and November 30 for the fall semester. No late applications will be accepted. We recommend applying early in the grant cycle because as funds are used and less money is available we may not have enough to fund your request. Applicants will be notified of receipt of their application via e-mail through the form submitted on the website. If you do not receive an email acknowledging receipt of your application, please email Sylvan Argo at s.argo@laschools.net. **We recommend you keep a copy of your proposal in Word or other format in the event that it needs to be resubmitted.**

Successful grant recipients will be asked to take photos and may be asked to conduct an interview with a member of the LAPS Foundation staff or Board upon return from the professional development activity, which will be used in the local media.

Questions and concerns may be directed to LAPS Foundation's Executive Director Sylvan Argo at s.argo@laschools.net or 505.500.6501.