**James Nattinger Travel Grant for the 2018 TESOL Convention**

The ORTESOL Board is pleased to announce the James Nattinger Travel Grant for the 2018 TESOL Convention. These professional development grants are funded and selected by ORTESOL.

**Application Deadline**: Applications must be received by no later than **Wednesday,** **December 6th, 2017.** Please send your applications electronically in the form of a single Microsoft Word document to vicepresident@ortesol.org

**Purpose**: To support the professional development of Oregon English language teachers and service providers by making it possible to attend the annual TESOL convention.

**Who is Eligible?**

* In-Service and Pre-Service teachers who serve English language learners in K-12, Adult Ed., Higher Ed. and/or community settings who need financial support to attend the 2017 TESOL Convention in Chicago, IL, are eligible to apply.
* You must be a current ORTESOL member (or become one) before applying for this grant.
	+ Become a member online at <https://ortesol.wildapricot.org/Membership>
* We require that those who receive financial support from this grant find a way to contribute to the conference or the ORTESOL community.  Grantees will be asked to submit an ORTESOL newsletter or ORTESOL journal article about their experience, or apply to present at the next ORTESOL Fall Conference.

**Eligible Expenses: Applicants may apply for awards of up to $2,000:**

* Travel (If you plan on driving, calculate your mileage reimbursement at 53.5 cents/mile)\*
* Accommodations (maximum $169 per night)\*\*
* Per diem for meals & incidental expenses (maximum $55.50 for the 1st day of travel, $74 for each full day attending the convention, and $55.50 for the last day of travel)\*\*
* Registration fees (maximum $365)\*\*\*
* TESOL membership for 1 year

*\*Mileage rate set by IRS for 2017; because grants are considered during 2017, we will not adjust the mileage reimbursement allowance for this grant even if the IRS changes the rate for 2018.*

*\*\*Per diem accommodations and meals/incidental expenses rates set by GSA for FY 2017; rates specific to Chicago area*

*\*\*\*$365 covers the early bird registration fee for TESOL members. If you do not register by February 1st, 2018, the fee increases (see* [*http://www.tesol.org/convention-2018/register*](http://www.tesol.org/convention-2018/register) *for details). ORTESOL will not cover any fees above $365 should you miss the early registration deadline. If you are a student or fall under another category for a discounted rate, please register at the discounted rate.*

**To Apply**:

Please provide the following **required** information in the form of a single Microsoft Word Document:

1. Applicant and sources of funding information:

* Your name and contact information
* Your institutional affiliation and position
* List of past TESOL conventions you have attended
* If you are a TESOL member, and if so, for how long you have been a TESOL member
* Explain any additional financial support for professional development from your institution, publisher, or any other sources that you have already applied for
* Name, date & time of presentation(s) if you will be presenting at TESOL 2018 (if applicable).
* The amount you are applying for with a list of *itemized* expenses

 2. Narrative (should not exceed **300 words** total):

* Explain how your attendance will benefit your professional development
* Explain your commitment and contributions to your community of practice
* Explain how your attendance will help ORTESOL fulfill our mission to promote scholarship, disseminate information, strengthen instruction and research at all levels in the teaching of ESOL.
* Explain how you plan to fulfill the requirements of grant award (i.e., ORTESOL article or presentation)

**Evaluation Criteria**: Applications will be evaluated on the basis of:

* **Evaluation Criterion #1 (5 points): Overall benefit to the applicant’s own professional development:** The proposal clearly states how the grant would be beneficial to the applicant’s professional development in TESOL.
* **Evaluation Criterion #2 (5 points): The applicant’s commitment and contributions to the applicant’s community of practice:** The proposal clearly outlines how the applicant will make a strong commitment and contribute to the applicant’s community of practice.
* **Evaluation Criterion #3 (5 points): The applicant’s commitment to the mission of ORTESOL:** The proposal clearly demonstrates the applicant’s commitment to the mission of ORTESOL through active engagement in ORTESOL events, professional training, etc.
* **Evaluation Criterion #4: The applicant’s financial need (5 points):** The applicant has little or no funding available from other sources, such as an institution, publisher, or other grant(s)
* **Evaluation Criterion #5: Clarity and completeness of the application (5 points):** The proposal is well written, includes all the required elements and clearly indicates that the applicant will be able to fulfill the grant requirement of communicating about the TESOL 2017 convention to the ORTESOL community.
* **PREFERENCE POINTS:**
	+ +1 point for never having attended a previous TESOL international convention
	+ +1 point for presenting at TESOL 2017
	+ +1 point for applying as a group (2 or more ORTESOL members planning on traveling together and/or sharing accommodations in order to save money)

**Notes:**

* Expenses will be reimbursed after the awardee attends the convention and submits receipts for all approved expenses to ORTESOL.
* The total number and amount of grants disbursed will depend on the number of applicants and their needs.

Questions? Please contact vicepresident@ortesol.org