

# **The Teacher Education Division (TED) Strategic Equity Initiative Funding Process Proposal**

## **Purpose and Rationale**

2025 - TED has \$10K to reinvest in the membership

As evidenced by the strategic plan, the Executive Board of The Teacher Education Division has five critical goals:

1. Maintain robust membership,
2. Promote equity,
3. Promote robust leadership structure,
4. Increase visibility, and
5. Ensure fiscal responsibility.

Goal 2, promoting equity, increases the ability of the organization to address all other goals.

## **Focus**

Providing funding support for individual faculty members of TED (e.g., tenure track, non-tenure/teaching, lecturers/instructional, adjunct, etc.) to enhance equitable opportunities to attend TED as presenters.

## **Process**

Once an individual determines they would like to seek funding to attend TED as a presenter, and they determined their accepted presentation is connected to the strategic goals, elevates the field, is unique, and it engages members they follow the process below:

1. Complete a online form with the following information:
  - a. CEC Member number
  - b. A statement describing how the presentation addresses goals in the Strategic Plan, specifically Goal 2, promoting equity.
  - c. a statement describing current funding sources (e.g., university professional development, travel funds) and showing a clear need for funding
  - d. Attach of copy of a brief CV (highlighting information related to the presentation topic; no more than 3 pages)
  - e. detailed budget description of the support needed to attend TED (no more than 1 page)
    - i. detailed travel information including a cost breakdown (e.g., registration. airline/automobile travel, parking, and hotel)

*A budget must be attached, with a description of any other funding sources (e.g., university funds, sponsored funding) secured.*

2. Submit the proposal package to the online form, which goes to the Executive Director. The Executive Director notifies the finance committee. See submission and review dates below.

3. The finance committee reviews all proposals and completes the attached rubric. The funded participant names are sent to the President, then the President directs the Executive Director to contact the individual and provide a process for completing the activities as described.
4. Awardees will provide receipts to the executive director, who will provide reimbursement post conference attendance.

### **Limitations**

1. The amount available for project funding shall be determined by the Executive Board each year and included as a line item in the annual budget.
2. Proposals will be accepted once a year. See timeline below. Funds must be expended for the conference awarded.
3. If the individual is unable to accept funding and attend the conference, funding will be offered to another applicant.
4. Funding is non-transferable between participants or within funding cycles.

Submission date	Results	Reimbursement documentation required by
1 month prior to early bird registration deadline	1 week prior to early bird registration deadline	Two weeks post convention; Executive director will email a form

### **Criteria**

Proposals will be evaluated on the following criteria, based on the clarity and detail of their proposal:

1. Equity. Addressing Goal 2 for equity is required to be considered.
  - a. Population is to promote first-time attendees, faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.
2. Need
  - a. Lack of funding opportunities as illustrated in the narrative

***Proposals are limited to \$1000 maximum, and may be divided between members based on application, need, history with TED, and to promote goal 2***

**Conference Travel Funding application Rubric**  
**\*The term application refers to the application information.**

Applicant's Name: \_\_\_\_\_ Applicant's University: \_\_\_\_\_

Domain	5 points	4 points	3 points	2 points	1 point	Total
<b>Connection to Strategic Goal 2: Equity</b>	The application clearly and explicitly addresses Goal 2 for equity in special education teacher preparation. Application includes first-time attendees, faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.	The application addresses Goal 2 for equity but lacks specificity or clarity. application includes first-time attendees, faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.	The application mentions equity but lacks clarity or detail on how it will be addressed. application includes first-time attendees, faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.	The application briefly mentions equity without clear details. application includes first-time attendees, faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.	The application does not address Goal 2 for equity in special education teacher preparation. application does not include first-time attendees faculty from minority-serving institutions (MSI/HBCU), or from small special education programs.	
<b>Need</b>	The application clearly identifies the specific need for funding and provides detailed and compelling evidence to support the stated needs, including lack of university funding.	The application identifies the need for funding of the targeted group but lacks some specificity or supporting evidence. It provides a general understanding of the need but could benefit from more detailed data and detail about current funding.	The application mentions the needs but is vague or lacks clarity. There is minimal evidence or data provided to support the identified needs, little information is included about current funding.	The application fails to clearly identify the needs of the target group. It lacks specificity and supporting evidence, making it difficult to understand the true necessity, no detail included about current funding. <sup>432</sup> .	The application does not address the needs of new members, minority-serving institutions, or small special education programs at all.	
<b>Bonus Points 1 point each</b>	First time TED Conference attendee	Faculty member at minority serving institution	Faculty in small special education program	No funding or funding was majorly cut	Loss of grant funding that provided travel	

Recommendation:    ☐ Approve Full Funding                      ☐ Approve Partial Funding                      ☐ Decline Funding