

Crane Professional Development Grant

Frequently Asked Questions

Q: Who is eligible to apply?

A: Teachers, teaching assistants, principals, who are currently working in Jewish early childhood, congregational schools or day schools/yeshivot in Baltimore. Some exclusions apply. If you are unsure if your school is eligible for the grant, please check with the CJE to confirm.

Q: What types of programs are considered professional development?

A: Any class or conference where you are gaining professional development and advance your teaching ability. Courses for a Master's degree are also included. Your principal will let you know if a particular program will enhance your professional duties.

Q: When can I apply for funding?

A: We have a rolling application with two submission periods. One is due in December and one is due in May. Please refer to our website for specific dates each year. While you are encouraged to apply as soon as you finish your professional development, the review and funding only occurs at the end of each period. Applications must be submitted within one year of program completion to be eligible.

Q: When will I get my reimbursement?

A: We make every effort to get you your reimbursement as soon as possible. The application review process takes about a month. The Crane committee meets after all applications have been reviewed and checks are distributed to the individual schools. The complete review and authorization process can take up to two months after the submission period is closed. Checks are generally mailed by mid-July and mid-February.

Q: Will the check be mailed to me directly?

A: No, checks are mailed to the schools and then it is up to each school to deliver the allocated amounts to each teacher.

Q: What information do I need to submit?

A: Everyone must first complete an online application which can be found on our website at <https://www.cjebaltimore.org/grants> which includes an online signature from your principal. Proof of payment and proof of attendance are also required either by uploading to the application or by sending to Terri Rosen at tnrosen@cjeb.org or fax to 410-735-5002.

Q: What is considered proof of payment?

A: We need a paid receipt (not an invoice) or a credit card statement showing the payment.

Q: What is considered proof of attendance?

A: A certificate of completion, college transcript showing the grade or credits received, or a letter from the organization that you attended their conference.

Q: I don't have a computer, how can I submit the application?

A: If you don't have access to a computer at your school, you are welcome to visit the CJE and we will set you up on a computer and assist you in completing the form, if needed.

Q: How much am I eligible to receive?

A: Educators are eligible to receive up to \$1,000 per year (one December and May cycle), not to exceed one-half of the total expense incurred for each request, and up to \$1,500 for credit-earning college courses.

Q: Is there a minimum amount?

A: Minimum cost of programs must be \$50, with an exception for Early Childhood series with multiple, smaller classes.

Q: What other expenses are eligible for reimbursement?

A: Expenses eligible for reimbursement can include related costs that enable the applicant to participate in the experience(s) (e.g. travel expenses, lodging, application fees, etc.).

Q: Can I receive reimbursement for a membership fee?

A: No, memberships are not eligible.

Q: If I receive funding from another source, can I still apply?

A: Yes, as long as the amount you are receiving is less than half the cost, Crane will still pay up to half.

Q: My school paid for my professional development. Should I still apply?

A: Yes, we encourage schools to provide professional development opportunities for their teachers, as we greatly value the benefits of continuing education and want teachers to participate in professional development opportunities. Your submission enables the school to do this more efficiently. Crane will reimburse the school for up to one-half the cost of the program.

Q: I went to a Torah U'Mesorah convention. What do I need to submit?

A: The Torah U'Mesorah conference is treated just like any other professional development opportunity. You must submit your application on line and have it signed by your principal, the detailed receipt from Torah U'Mesorah and any toll or gas receipts in order to receive transportation reimbursement. Transportation reimbursed is paid at 50 cents per mile and is a flat amount. It does not depend on your method of transportation.

Q: Can I receive reimbursement for Torah U'Mesorah for my family?

A: Babysitting and registration costs are eligible for reimbursement. We will reimburse half the cost of a standard room for the teacher and 25% the cost of the room for a spouse who is not a teacher. If you choose to get an upgraded room, your reimbursement s will be based on the standard room rate.