



2023 - 2024 Leadership

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October 2023  
Cheshvan 5784

Dear Baltimore Area Jewish School Educator:

Thank you for your extraordinary dedication this year and always. Professional development is a gift for you and a significant factor in student achievement. The Crane Professional Development Fund is a valued resource for our education community and Jewish Educational Services is pleased to provide you with access to professional development through this fund. Please read the detailed description of the application process below.

Educators can receive reimbursement for up to half of their professional development expenses, up to a maximum of \$1,000 per year or \$1,500 for credit-earning college courses, per educator. There are two submission periods. One is due in December and one in May. 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.

We are now accepting applications for the December submission period. The deadline for completed applications is **December 22, 2023**. Please communicate with your principal in advance about your personal professional development plan.

Applications are available on our website [www.cjebaltimore.org/grants](http://www.cjebaltimore.org/grants). For full information regarding the application process, please see the [FAQ's](#) document that is linked on the grants page.

**Applications will only be accepted for professional development opportunities that have already been completed.** In the past, we have been able to fund *most* eligible requests, but we cannot guarantee that this will always be the case. You and your principal should discuss the availability of school resources in the event that Crane funds are not available to cover the requested amount.

The entire application process, including the principal's approval, is electronic. Once you have completed the application, please be on the lookout for a confirmation email indicating that you have completed the entire process. This email will come from the online forms software company called MachForms after your principal has signed and submitted the application. While we do our best to follow up with open applications, the volume of response makes it difficult. Please make sure to follow up with your principal if you do not receive a confirmation email.

When completing the application, **please make sure to read the directions on the form very carefully.** The process is:

- Fill out the application.
- At the bottom of page 1, enter principal's email and click to save the form.
- This will generate an email to the principal with a link to the application.
- The principal will click on the link, review the submission, sign the form online and submit the completed application.
- Once the application has been signed and submitted by the principal, you will receive an email confirmation. If you do not receive the confirmation, please check with your principal to ensure the application was signed and submitted.

The Charles Crane Family Foundation continues to offer extraordinary support and encouragement to our Jewish educational enterprise by providing Jewish educators with financial incentives to pursue professional development opportunities. This fund has distributed as much as \$100,000 annually for professional development stipends. Please express your appreciation for these incentives directly to Larry Ziffer, Crane Foundation at 5750 Park Heights Avenue, Baltimore, MD 21215. He shares many of the letters he receives with the other trustees, demonstrating the impact of the program.

If you have any questions regarding the application process, please email [Terri Rosen](mailto:Terri.Rosen@jesbaltimore.org) at [tnrosen@jesbaltimore.org](mailto:tnrosen@jesbaltimore.org) or call 410-735-5008.

Sincerely,



Rabbi Aaron Levitt

**The Charles Crane Family Foundation Professional Development Fund  
is administered on behalf of the Foundation  
by Jewish Educational Services**