



Arkansas Retired Teachers Association

2025 Grant Application Guidelines

ARTA currently awards grants in two categories -

Please make sure you are applying in the correct category before you begin.

Parsons-Burnett Grant - Certified Employees

Eligibility Criteria

1. Applicant must be currently employed in a certified position in an Arkansas public school.
2. Applicant must be working toward a specific graduate degree, endorsement or certification (excluding National Board Certification). *Requests for funds to pay off student loans are not eligible.*
3. Previous applicants may reapply.

Application Contents – ALL ARE REQUIRED

- ___ Personal Information
- ___ Education Plan (institution you plan to attend AND degree or certification you are pursuing)
- ___ Employment Information, including references
- ___ Personal Statement (rationale for application)
- ___ Financial Statement (rationale for application)
- ___ Innovation/Technique (description/example)
- ___ Additional volunteer/community service
- ___ Copies of Arkansas teaching license and all official graduate and undergraduate transcripts
- ___ Degree Plan (list of at least 12 semester hours of graduate education courses to be completed within a 15-month period, or equivalent for endorsement/certification sought)
- ___ Letter of reference from most recent principal/supervisor on school letterhead

Mitchell-Fair Grant - Classified Employees

Eligibility Criteria

1. Applicant must be currently employed in a classified position in an Arkansas public school AND have at least three (3) years of service credit in the Arkansas Teacher Retirement System.
2. Applicant must have at least 60 credit hours in an accredited college.
3. Applicant must be working toward an Arkansas teaching license. *Requests for funds to pay off student loans are not eligible.*

Application Contents – ALL ARE REQUIRED

- ___ Personal Information
- ___ Education Plan (institution you plan to attend AND description of degree you are pursuing)
- ___ Employment Information, including references
- ___ Personal Statement (rationale for application)
- ___ Financial Statement (rationale for application)
- ___ Additional school/community involvement
- ___ Copies of official and academic transcripts
- ___ Degree Plan (acceptance letter/proof of enrollment list of courses for which you are registered, etc.)
- ___ Letter of reference from most recent principal/supervisor on school letterhead

- Narrative/descriptive portions of the application may be cut and pasted from a text document.
- Supporting documents should be uploaded within the application.
- You will be able to save your application and return to it later.
- Applications must be completed **ONLINE by March 31, 2025.**
- **INCOMPLETE APPLICATIONS WILL NOT BE SCORED.**

For additional information or assistance, contact the ARTA office at 501-375-2958