

GENERAL APPLICATION INSTRUCTIONS

The National Art Education Foundation (NAEF) invites applications for the Ruth Halvorsen Professional Development Grants; Mary McMullan Grants; NAEA Research Grants; SHIP Grants; and Teacher Incentive Grants. The Foundation was established as an independent, sister organization to the National Art Education Association (NAEA) to provide support for a variety of art education programs. Foundation grants are made to NAEA members only, including student and retired members, state/province associations, and recognized affiliates.

ELIGIBILITY: The NAEF Grant Program is open to active NAEA members who have been members for at least one year prior to the date of application; to state/province associations of the NAEA; and to recognized special issues groups of the NAEA. NAEA membership will not be processed at the time of application for the purpose of meeting grant deadlines. Applications from non-members will not be considered.

APPLICATION PROCESS: Applicants should carefully read and follow the requirements for each of the five programs as outlined in these guidelines and check to make sure that all required information is included before submitting a proposal. Omission of any required information will automatically disqualify the application.

APPLICATION DEADLINE: Deadlines assure all applicants that they will be treated fairly and equitably. For these reasons, NAEF must set strict deadlines for applications. Prospective applicants will avoid disappointment if they understand that late applications will be rejected.

BUDGET/COSTS: Proposals including plans for matching support will be given favorable consideration; however, matching funds are not a requirement. One NAEF grant application may not be matched against other NAEF grant applications. If matching funds are a part of the proposal, NAEF funds will not be released until there is proof that matching funds have been obtained. Funds from other sources must be reported. NAEF funds must be clearly identified to specific activities/ objectives. Funding for materials and travel should be limited to a minor part of the grant and must be directly related to the operation and accomplishment of the project. Proposals for purchase of equipment, conducting conferences, indirect costs, or the production of publications will not be funded. Proposals exceeding grant limit amounts will not be considered.

REVIEW PROCESS: All applications are blind reviewed. Every effort is made to insure the impartiality of the jury relative to the applicants. All grants are awarded without regard to age, gender, race, special needs, or national origin.

HUMAN SUBJECTS: Applicants for Research Grants that involve the use of human subjects must submit a copy of the Institutional Review Board (IRB) approval and a copy of the human subject consent form to the NAEF before any funds will be distributed. If the IRB process has been completed by the proposal deadline, include it with the proposal. Otherwise, file it with the NAEF as soon as approval is obtained.

ENDORSEMENTS: Neither the NAEF nor the NAEF Trustees will provide endorsements to applicants or offer advice on the content or substance of applications. The NAEF does not provide a “model proposal” or copies of previous awardee applications.

CREDITS: A credit line, “Supported by a Grant from the National Art Education Foundation,” is required to appear on all documents generated through the project.

REPORTING: Grant recipients must file a summary report within 30 days of completion of their project including an accounting of funds and copies of all documents and materials developed as part of the project. Grant recipients, upon completion of their awards, may be asked to present at the NAEA convention and will be invited to the convention Foundation event.

RUTH HALVORSEN PROFESSIONAL DEVELOPMENT GRANTS

The National Art Education Foundation (NAEF) invites proposals for scholarships that promote NAEA's efforts to initiate and encourage the understanding and implementation of the goals for student learning promulgated through the *National Visual Arts Standards*.

Annual scholarships up to \$2,500 each are awarded to selected art educators whose proposals focus on understanding, implementation, and issues specifically relating to the *National Visual Arts Standards* document (document copies may be purchased from NAEA Publications, 1916 Associate Drive, Reston, VA 20191-1590).

NAEF tuition scholarships are paid directly to the agency, institution, or organization sponsoring or conducting the class, workshop, institute, or seminar (in the name of the awardee). Application to the Fund is open to any individual who is an active member of the NAEA for at least one year prior to the date of application.

Please Note: Ruth Halvorsen Professional Development Grant funds will not be awarded to cover costs for attending the NAEA National Convention, or NAEA State Association Conferences.

The project year runs from June 30, 2010 through July 1, 2011. Proposals for the Ruth Halvorsen Professional Development Grants are limited to a maximum of \$2,500 per grant.

A proposal for a Ruth Halvorsen Professional Development Grant must include the following:

- A completed cover sheet
- Name of agency or institution providing the course or program
- Dates, location and name of specific class, workshop, institute, or seminar
- Tuition brochure for the course, published by the agency or institution
- Statement of anticipated benefits from the course or program, presented on a separate page, not to exceed 1 page
- Benefits clearly related to understanding and implementing the NAEA *National Visual Arts Standards*
- Itemized and justified required funds for:
 - tuition
 - room and board
 - study materials
 - travel (not to exceed of 50% of total requested)
 - other

TOTAL LENGTH OF THE PROPOSAL: FIVE (5) PAGES MAXIMUM, EXCLUDING THE TUITION BROCHURE (Format: 30 lines per page, font size no smaller than 10 points, 8 ½" x 11" paper, one side only)

SIX (6) copies of the Complete Proposal should be enclosed in one package and postmarked by **October 1, 2009**.

RUTH HALVORSEN PROFESSIONAL DEVELOPMENT GRANTS APPLICATION COVER SHEET

Results will be announced on or before June 1, 2010. Selected projects will be announced in the *NAEA News* and on the NAEA Website. Project year runs June 30, 2010 to July 1, 2011.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ HOME PHONE: (____) _____

NAEA MEMBER ID #: _____ AMOUNT APPLICANT SEEKS: \$ _____

SCHOOL WHERE YOU TEACH: _____

WORK ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

POSTMARKED APPLICATION DEADLINE IS OCTOBER 1, 2009

Mail 6 copies of this completed application and attachments to:

Ruth Halvorsen Professional Development Grants
National Art Education Foundation
1916 Association Drive, Reston, VA 20191-1590

SIGNATURE OF APPLICANT: _____ DATE: _____

RUTH HALVORSEN PROFESSIONAL DEVELOPMENT GRANTS CHECKLIST FOR APPLICANTS

THIS FORM IS FOR YOUR USE. DO NOT RETURN WITH APPLICATION.

YOUR PROPOSAL MUST MEET THE FOLLOWING CRITERIA FOR INITIAL REVIEW

Application Form

- Form is complete and included
- Funds requested do not exceed \$2,500

Proposal

Format:

- Total length: 5 pages maximum, excluding tuition brochure
- Format: 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1-side only

Content and Detail:

- Name of agency or institution providing the course or program
- Dates, location and name of specific class, workshop, institute, or seminar
- Tuition brochure for the course, published by the agency or institution
- Statement of anticipated benefits from the course or program, presented on a separate page, not to exceed 1 page
 - Benefits clearly related to understanding and implementing the NAEA *National Visual Arts Standards*

Budget: (1 page maximum)

Itemized and Justified Requested Funds for:

- Letter of endorsement of this project from an administrator with authority to approve it
- Itemized and justified requested funds for:
 - tuition
 - room and board
 - study materials
 - travel (not to exceed 50% of total requested)
 - other

Submission Requirements:

- 6 copies of the above are enclosed in one package for mailing postmarked by October 1, 2009

MARY McMULLAN GRANTS

The National Art Education Foundation (NAEF) invites proposals for support of projects that promote art education as an integral part of the curriculum; to establish and/or improve the instruction of art in public and private elementary and secondary schools as well as schools of higher education in the U.S.

The following areas will be considered for funding:

Curriculum Models

- Development of model in-school art education programs targeting selected participants as ongoing components of the curriculum
- Teacher development of models that focus on student-centered solutions to art education curriculum
- Development of curriculum models that focus on global perspectives of art resources.

Pilot Projects

- Development of pilot projects focusing on teacher training and student learning emphasizing the approved goals of the National Art Education Association

Policy Models

- Development of models that promote quality art education to educators, business leaders, and policy makers – people in positions to effect lasting improvements in the status of art education

The project year runs from June 30, 2010 through July 1, 2011. Proposals for Mary McMullan Grants are limited to a maximum of \$2,500 per grant.

A proposal for a Mary McMullan Grant must include the following:

- A Completed Cover Sheet
- Title of the Project
- Statement of the Problem or Need
- Description of the Population to be Served
- Project Objectives
- Specific Activities to Accomplish Each Objective
- Duration of Project
- Timeline of Project Activities
- One Page Statement of Anticipated Benefits
- One Page Detailed Budget (See Budget Guidelines) that:
 - Itemizes and justified all funding being sought
 - Clearly identifies the use of Mary McMullan Grant funds
- Appendices
 - Resumes of Key Personnel
 - Letter of Endorsement of this Project from an Administrator with Authority to Approve It

TOTAL LENGTH OF THE PROPOSAL: EIGHT (8) PAGES MAXIMUM, EXCLUDING APPENDICES
(Format: 30 lines per page, font size no smaller than 10 points, 8 ½” x 11” paper, one side only)

SIX (6) copies of the Complete Proposal should be enclosed in one package and postmarked by October 1, 2009.

MARY McMULLAN GRANTS APPLICATION COVER SHEET

Results will be announced on or before June 1, 2010. Selected projects will be announced in the *NAEA News* and on the *NAEA Website*. Project year runs June 30, 2010 to July 1, 2011.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ HOME PHONE: (____) _____

NAEA MEMBER ID #: _____ AMOUNT APPLICANT SEEKS: \$ _____

SCHOOL WHERE YOU TEACH: _____

WORK ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

POSTMARKED APPLICATION DEADLINE IS OCTOBER 1, 2009

Mail 6 copies of this completed application and attachments to:

Mary McMullan Grants
National Art Education Foundation
1916 Association Drive, Reston, VA 20191-1590

SIGNATURE OF APPLICANT: _____ DATE: _____

MARY McMULLAN GRANTS CHECKLIST FOR APPLICANTS

THIS FORM IS FOR YOUR USE. DO NOT RETURN WITH APPLICATION.

Check that your proposal matches one of the following categories:

Curriculum Models

- Development of a model in-school art education program targeting selected populations as an ongoing component of the curriculum
- Teacher development of models focusing on student-centered solutions to art education curriculum
- Development of curriculum models that focus on global perspectives of art resources

Pilot Projects

- Development of pilot projects focusing on teacher training and student learning and emphasizing the approved goals of the NAEA

Policy Models

- Development of models that promote quality art education to educators, business leaders, and policymakers—people in position to effect lasting improvements in the status of art education

YOUR PROPOSAL MUST MEET THE FOLLOWING CRITERIA FOR INITIAL REVIEW

Application Form

- Form is complete and included
- Funds requested do not exceed \$2,500

Proposal

Format:

- Total length: 8 pages maximum, excluding Appendices
- Format: 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1-side only

Content and Detail:

- Title of project
- Duration of project
- Statement of the problem or need
- Description of the population to be served
- Project objectives
- Specific activities to accomplish each objective
- Timeline of activities
- 1-page statement of anticipated benefits
- 1-page budget break out (See Budget Guidelines) that:
 - Itemizes and justifies all funding being sought
 - Clearly identifies use of Mary McMullan Grant funds

Appendices:

- Resumes of key personnel
- Letter of endorsement of this project from an administrator with authority to approve it

Submission Requirements:

- 6 copies of the above are enclosed in one package for mailing postmarked by October 1, 2009

NAEA RESEARCH GRANTS

The National Art Education Foundation invites proposals to support research in art education that advances knowledge in the field of art education and that promulgate the goals outlined in *Creating a Visual Arts Research Agenda Toward the 21st Century*. Amounts up to \$10,00 in FY '08 will be awarded to selected art educators whose proposals specifically focus on issues relating to one of the recommendations identified by NAEA's Commission on Research in Art Education *Research Agenda* (copies are available from the NAEA office). While it is anticipated the research will be substantially completed within the year the award is made, additional funding may be provided upon application to enable a recipient to bring a research project to completion. NAEA and/or NAEF retains first rights to publish and disseminate results of the research.

A proposal for a Research Grant must include the following:

- A separate cover letter (not to exceed two pages) in which the applicant briefly describes the research proposal, how the research focuses on one of the NAEA Research Agenda's recommendations, and his/her qualifications for undertaking the research. The letter must include the applicant's home and work addresses, phone, and FAX, if applicable.
- A separate research proposal (not to exceed five pages) which states the nature of the problem to be investigated, identifies a research hypothesis, design, and methodology, describes the relationship of the proposed research to existing research in the field, indicates what data are to be collected and examined, and explains the method(s) to be used in analyzing and reporting the data. This section should be 30 lines per page with one inch margins on all sides, 8 1/2" x 11" paper, one side only. This section will be used for blind review and must not contain references to the applicant or their institution.
- A separate one-page budget, outlining the amount of funds requested for the project and the manner in which they will be used and a one-page budget narrative. The budget must include details of any funding expected or possessed from other sources.
- A one page timeline of activities.
- A separate comprehensive professional resume, complete with information concerning art teaching experience, research background, citations of published or unpublished writings in art education, and the names of three references who will attest to research qualifications and the ability of the applicant to complete complex and demanding tasks.
- Copies of previous research, published or unpublished, may be included, but are not required.
- Applicants for Research Grants that involve the use of human subjects must submit a copy of the Institutional Review Board (IRB) approval and a copy of the human subject consent form to the NAEF before any funds will be distributed. If the IRB process has been completed by the proposal deadline, include it with the proposal. Otherwise, file it with the NAEF as soon as approval is obtained.

Proposals for the purchase of equipment, conducting conferences, indirect costs, or the production of publications will not be funded. Funding for materials and travel shall be limited to a minor part of the grant and must be directly related to the operation and accomplishment of the research. There is no restriction to using these grants as matching funds nor to matching these grants from other sources; however, the Foundation must be fully informed of this intention and will deny funds to any applicant (or awardee) who does not make such disclosure. NAEF grant funds may not be matched against other NAEF grant applications. If matching funds are involved, NAEF funds will not be released until there is proof that matching funds have been obtained. Full accounting of the use of all NAEF funds will be required on completion of the project (normally expected to be one calendar year). The specific method of distribution of funds to the recipient will be determined on a case by case basis through negotiation between the recipient and the Foundation's Secretary/Treasurer.

The Foundation may request additional materials if it feels a proposal has merit, yet is insufficiently comprehensive in its presentation for a decision to be made concerning its merit.

SIX (6) copies of the Complete Proposal should be enclosed in one package and postmarked by **October 1, 2009**.

NAEA RESEARCH GRANTS APPLICATION COVER SHEET

Results will be announced on or before June 1, 2010. Selected projects will be announced in the *NAEA News* and on the NAEA Website. Project year runs June 30, 2010 to July 1, 2011.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ HOME PHONE: (____) _____

NAEA MEMBER ID #: _____ AMOUNT APPLICANT SEEKS: \$ _____

SCHOOL WHERE YOU TEACH: _____

WORK ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

POSTMARKED APPLICATION DEADLINE IS OCTOBER 1, 2009

Mail 6 copies of this completed application and attachments to:

NAEA Research Grants
National Art Education Foundation
1916 Association Drive, Reston, VA 20191-1590

SIGNATURE OF APPLICANT: _____ DATE: _____

NAEA RESEARCH GRANTS CHECKLIST FOR APPLICANTS

THIS FORM IS FOR YOUR USE. DO NOT RETURN WITH APPLICATION.

YOUR PROPOSAL MUST MEET THE FOLLOWING CRITERIA FOR INITIAL REVIEW

Funding

___ Funds requested do not exceed \$10,000.

Cover Letter Form and Content:

- ___ Total length: 2 pages maximum
- ___ 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1 side only
- ___ Describes research proposal in summary form
- ___ Describes how the proposal focuses on goals published in Creating a Visual Arts Research

Agenda Toward the 21st Century

- ___ Gives brief description of your qualifications
- ___ Includes, home and work addresses, phone, Fax, e-mail, etc.

Proposal

Format:

- ___ Total length: 5 pages maximum, excluding Appendices and cover letter
- ___ 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1 side only
- ___ For purpose of blind review, exclude all mention of application and institution in proposal itself

Content and Detail:

- ___ Title of project
- ___ Duration of project
- ___ Key questions or hypotheses to be addressed
- ___ Specific problem to be investigated and its significance
- ___ Prior related research literature
- ___ How data is to be collected and examined
- ___ Methods to be used for analysis and reporting

Budget:

- ___ 1-page budget breakout, beginning on a new page (See Budget Guidelines)
- ___ clearly identifies amount requested
- ___ clearly identifies use of NAEF Research Grant funds
- ___ clearly identifies other funding in hand
- ___ clearly identifies other funding expected
- ___ includes timeline of activities
- ___ indicates total cost of related project

Appendices:

- ___ Full professional resumes for project director and key personnel including:
 - ___ art teaching experience
 - ___ research background
 - ___ published research
 - ___ unpublished research
- ___ Names of three references who will attest to research qualifications and ability to complete project.
- ___ Optional copies of research conducted by key personnel, if directly relevant to the project.

Submission Requirements:

- ___ 6 copies of the above are enclosed in one package for mailing postmarked by October 1, 2009

SHIP GRANTS

The National Art Education Foundation invites proposals for scholarship that promote NAEA's efforts to initiate and encourage the understanding and implementation of the goals for student learning promulgated through the *National Visual Arts Standards*.

Annual awards up to \$500 each are awarded to selected art educators whose proposals seek art equipment and/or instructional curriculum resources used to focus on student learning specifically related to the *National Visual Arts Standards* document (document copies may be purchased from NAEA Publications, 1916 Association Drive, Reston, VA 20191-1590).

A proposal for a SHIP Grant must include the following:

- A completed cover sheet
- Title of Project
- Statement of the problem or need
- Description of the population to be served
- Project Objectives
- One (1) page statement of anticipated benefits
- Duration of the project
- One (1) page budget break out (See Budget Guidelines) that:
 - Itemizes and justified all funding being sought
 - Clearly identifies use of the SHIP Grant monies
- Appendices
 - Resumes of key personnel
 - Letter of endorsement of the project from an administrator with the authority to approve it

TOTAL LENGTH OF THE PROPOSAL: FIVE (5) PAGES MAXIMUM, EXCLUDING THE APPENDICES
(Format: 30 lines per page, font size no smaller than 10 points, 8 ½" x 11" paper, one side only)

SIX (6) copies of the Complete Proposal should be enclosed in one package and postmarked by **October 1, 2009**.

SHIP GRANTS APPLICATION COVER SHEET

Results will be announced on or before June 1, 2010. Selected projects will be announced in the *NAEA News* and on the NAEA Website. Project year runs June 30, 2010 to July 1, 2011.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ HOME PHONE: (____) _____

NAEA MEMBER ID #: _____ AMOUNT APPLICANT SEEKS: \$ _____

SCHOOL WHERE YOU TEACH: _____

WORK ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

POSTMARKED APPLICATION DEADLINE IS OCTOBER 1, 2009

Mail 6 copies of this completed application and attachments to:

SHIP Grants
National Art Education Foundation
1916 Association Drive, Reston, VA 20191-1590

SIGNATURE OF APPLICANT: _____ DATE: _____

SHIP GRANTS CHECKLIST FOR APPLICANTS

THIS FORM IS FOR YOUR USE. DO NOT RETURN WITH APPLICATION.

YOUR PROPOSAL MUST MEET THE FOLLOWING CRITERIA FOR INITIAL REVIEW

Application Form

- ___ Form is complete and included
- ___ Funds requested do not exceed \$500

Proposal

Format:

- ___ Total length: 5 pages maximum, excluding Appendices
- ___ Format: 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1-side only

Content and Detail:

- ___ Title of project
- ___ Duration of project
- ___ Statement of the problem or need
- ___ Description of the population to be served
- ___ Project objectives
- ___ 1-page statement of anticipated benefits
- ___ 1-page budget break out (See Budget Guidelines) that:
 - ___ Itemizes and justifies all funding being sought
 - ___ Clearly identifies use of the SHIP Fund monies

Appendices:

- ___ Resumes of key personnel
- ___ Letter of endorsement of this project from an administrator with authority to approve it

Submission Requirements:

- ___ 6 copies of the above are enclosed in one package for mailing postmarked by October 1, 2009

TEACHER INCENTIVE GRANTS

The National Art Education Foundation (NAEF) invites proposals for support of projects that promote the teaching of art. Teaching of art includes, but is not limited to, the instructional process; curriculum; student learning; student assessment; classroom behavior, management, or discipline; or other practices relating to instructional interaction and the achievement of student learning.

The project year runs from June 30, 2010 through July 1, 2011. Proposals for Teacher Incentive Grants are limited to a maximum of \$2,500 per grant.

A proposal for a Teacher Incentive Grant must include the following:

- A Completed Cover Sheet
- Title of the Project
- Statement of the Problem or Need
- Description of the Population to be Served
- Project Objectives
- Specific Activities to Accomplish Each Objective
- Duration of Project
- Timeline of Project Activities
- One Page Statement of Anticipated Benefits
- One Page Detailed Budget (See Budget Guidelines) that:
 - Itemizes and justified all funding being sought
 - Clearly Identifies the use of the Teacher Incentive Grant funds
- Appendices
 - Resumes of Key Personnel
 - Letter of Endorsement of this Project from an Administrator with Authority to Approve It

TOTAL LENGTH OF THE PROPOSAL: EIGHT (8) PAGES MAXIMUM, EXCLUDING APPENDICES (Format: 30 lines per page, font size no smaller than 10 points, 8 ½” x 11” paper, one side only)

SIX (6) copies of the Complete Proposal should be enclosed in one package and postmarked by **October 1, 2009**.

TEACHER INCENTIVE GRANTS APPLICATION COVER SHEET

Results will be announced on or before June 1, 2010. Selected projects will be announced in the *NAEA News* and on the NAEA Website. Project year runs June 30, 2010 to July 1, 2011.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ HOME PHONE: (____) _____

NAEA MEMBER ID #: _____ AMOUNT APPLICANT SEEKS: \$ _____

SCHOOL WHERE YOU TEACH: _____

WORK ADDRESS: _____ WORK PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____

POSTMARKED APPLICATION DEADLINE IS OCTOBER 1, 2009

Mail 6 copies of this completed application and attachments to:

Teacher Incentive Grants
National Art Education Foundation
1916 Association Drive, Reston, VA 20191-1590

SIGNATURE OF APPLICANT: _____ DATE: _____

TEACHER INCENTIVE GRANTS CHECKLIST FOR APPLICANTS

THIS FORM IS FOR YOUR USE. DO NOT RETURN WITH APPLICATION.

Check that your proposal matches one (or more) of the following categories:

- Curriculum
- Instructional process
- Student learning
- Student assessment
- Classroom behavior, management, discipline
- Other practices relevant to implementing the Visual Art Standards of the NAEA

YOUR PROPOSAL MUST MEET THE FOLLOWING CRITERIA FOR INITIAL REVIEW

Application Form

- Form is complete and included
- Funds requested do not exceed \$2,500

Proposal

Format:

- Total length: 8 pages maximum, excluding Appendices
- Format: 30 lines per page, font size no smaller than 10 points, 8 1/2" x 11" paper, 1-side only

Content and Detail:

- Title of project
- Duration of project
- Statement of the problem or need
- Description of the population to be served
- Project objectives
- Specific activities to accomplish each objective
- Timeline of activities
- 1-page statement of anticipated benefits
- 1-page budget break out (See Budget Guidelines) that:
 - Itemizes and justifies all funding being sought
 - Clearly identifies use of Teacher Incentive Grant funds

Appendices:

- Resumes of key personnel
- Letter of endorsement of this project from an administrator with authority to approve it

Submission Requirements:

- 6 copies of the above are enclosed in one package for mailing postmarked by October 1, 2009