

**What if there is a sudden change in my proposed fellowship such as location or cost?**

Please notify Fund for Teachers or its designated local partner of any changes to your proposed fellowship. We try to be flexible and work with you to make it as easy as possible. Grant amounts cannot be increased.

**What is the time period for expenditure of my grant?**

The post fellowship reporting deadline is September 10, 2021 and all funds should be expended so they can be included on the expense report.

**What if my FFT project expenditures are more than my grant award?**

If project expenditures are more than your grant award, they are your personal responsibility.

**What if I am unable to complete my project activity?**

If you are unable to complete your proposed project, please contact Fund for Teachers or its designated local partner to discuss your options.

**What do I do if I have left over money?**

If you have an excess of \$100 remaining of the grant funds and would like to suggest a way to use those funds to enhance the implementation of your learning into the classroom, you must submit a request using the Change Request form on the Fellow Home Page. Your request will be reviewed, and you will receive notification of the decision to approve or deny by email. Fellows also have the option to return any unexpended funds they have received.

**When are my post fellowship reports due?**

Your Post Fellowship Reporting, completed according to the guidelines, should be submitted online by September 9, 2021. The secondary portion of the Passport report will be due in the spring following your fellowship experience.

**Why am I required to complete a W-9?**

If you fail to comply with the obligations accompanying this grant, Fund for Teachers will issue a 1099 for amount you received at the beginning of the award process. To issue a 1099, we must have a W9. Once reporting is completed and the remaining funds are distributed, your W9 will be destroyed.

**How do I claim my grant on my income tax?**

Fund for Teachers will not issue a 1099, unless you fail to complete your post fellowship reporting.