

OVERVIEW

Fund for Teachers Innovation Circle Fellows are required to complete, and submit online, the following obligations:

- Programmatic:
 - Create and implement an innovation in your classroom and/or school;
 - Share your innovation;
 - Leverage the power of your Circle, by attending meetings, making connections in your small group and utilizing the asynchronous platform.
- Logistical:
 - Expense Report
 - Implementation Funds Request
 - Survey(s)

Failure to provide these reports will result in the forfeiture of your remaining 10% grant balance and the issuance of a 1099 to the IRS and you will be ineligible to apply for or receive another Fund for Teachers grant award in the future. Other obligations accompanying this grant include, but are not limited to: Post fellowship meetings, surveys documenting the fellowship impacts on your teaching practice, and requests for fellowship implementation collateral.

YOUR INNOVATION PASSPORT

PART I: NARRATIVE

Section I: Your Innovation

- What student/classroom/school needs were you trying to meet? What were your learning goals?
- What are 2-3 important new learnings you gained from your summer learning experience and/or your Circle Members?
- Describe your solution and the key decisions you made in its creation.

Section II: Impacts in your Classroom, School and Community

- How has your innovation impacted learning in your classroom or community? OR How will your students learn differently because of your innovation?
- In what ways does/did your innovation encourage students/communities to take action or ownership?

Section III: Lead, Learn, Innovate

- In what ways was this opportunity transformative for your teaching?
- Describe 2-3 key moments in your Circle Sessions or Summer Learning Experience that were integral to this experience.

PART II: PHOTOS

Upload 6 photos or images that document your learning experience and/or your innovation in action. If you have not yet put your innovation into action, simply document your innovation. Consider photos that show:

- YOU in action! (e.g. not the scenery)
- Meaningful learning experiences;
- Key decisions you made in the design process and/or challenges you faced;
- Successes you had; or
- People who made a difference in your experience.

Please include captions help your reader understand the significance of the photo -- how it demonstrates your learning or your innovation in action.

PART III: YOUR INNOVATION IN ACTION

We believe that your learning and implementation can ignite innovation in others. For this reason, we will ask you to share your experience, formally with a wider audience. Please share with us how you plan to share your learning experience and innovation with the wider world. You might consider:

- A blog / professional or published article (submission to be called for by FFT on a particular subject or theme);
- To lead professional development, or
- Have another idea? Pitch it to FFT! (Email the request to: xyz@fundforteachers.org)

Dates: Please provide an approximation of when you will share your innovation; specific dates or month ranges are appreciated.

IMPLEMENTATION BUDGET + EXPENSE REPORT

IMPLEMENTATION BUDGET: During the application process you were asked to give a general idea of how much of your grant award would go towards implementation following your Circle experience. To spend your remaining implementation dollars, please submit a Fellowship Change Request. From your Fellow Homepage, you will select Fellowship Change Request, and then Budget. Under Budget, select Post Fellowship Request. Finally, provide responses to the required prompts and submit your request. Implementation requests should not be made before October 1.

EXPENSE REPORT: Please prepare your expense report according to the guidelines provided. Failure to adhere to these guidelines will result in the return of your report for proper completion or the forfeiture of your remaining 10% grant balance.

1. Reporting must be completed using the online expense report system.
2. 100% of your awarded funds must be spent and reported by December 16, 2021. If you have not spent your full grant award, you will be reimbursed accordingly.
3. Receipts are required for all fellowship purchases.
4. In cases where a receipt cannot be obtained, is lost or ruined, you can use the receipt template provided (for items \$25 or less ONLY) or use a credit card statement or cancelled check (for items over \$25).
5. Each receipt must be labeled legibly with the number that corresponds to the receipt's row number on the expense report.
6. All expense reports must be completed in US dollars and the conversion completed within the online system. On your receipt, write the converted US amount to match your expense report.
7. You are required to upload a scanned copy of your receipts as a PDF in order to submit the report. Users will need to upload a receipt file in order to submit the report. Large files may take a long time to load and can time out the system. Reduce the size of larger files before uploading. If you are unsure how to do this, contact your program officer. Please do not upload multiple files or image files such as .jpg or .png. *Fund for Teachers recommends using receipt scanning apps, such as CamScanner.*

8. Fund for Teachers will accept the expense of gasoline for car rentals. In the use of a personal vehicle, \$.56 per mile will be paid. This rate is the IRS approved rate which accounts for gasoline, depreciation of vehicle, etc.
9. Food costs cannot exceed \$50 per day/per person for the total number of fellowship days. Please note: This is not a per diem. You must have receipts for food purchases.
 - a. The purchase of alcohol is not prohibited; however, you are limited to one beverage, per Fellow, per meal. Groceries count toward the daily allowance.
10. Expense reports should reflect only the expenditures of the grant recipient and not his/her travel companions. *If you travel with a companion, you can divide the receipt by the number of consumers or itemize your items.*
11. Cell phones, SIM cards, roaming charges and any other telecommunications costs are the responsibility of the Fellow.
12. Fund for Teachers or its designated local partner reserves the right to reject any expense deemed not allowable and request further documentation or reimbursement for said expenses.
13. Requests can be made to use fellowship funds for allowable expenses not included within the original application. Submit a Change Request, found on your Fellow Home page to receive approval.
14. For a full list of expenses not covered by FFT grant funds, please refer to the Non-Allowable Expenses resource found under Quick Links within the online Post Fellowship Reporting Guidelines.

SURVEYS

You will be assigned four surveys through the asynchronous platform, Chronus. These surveys will be sent throughout the circles process, beginning in June and ending in December. Each survey must be completed.

SUBMISSION INFORMATION

The post fellowship reporting submission deadline is December 16, 2021.

When all your post fellowship reports have been submitted successfully you will receive an email confirmation. Fund for Teachers, or its designated local partner, will review the reports and may return them for additional information if deemed insufficient. Reports will be reviewed in the order in which they are received.