

## General

- △ **Do you sell my email address?** Fund for Teachers and their collaborating partners do not sell or distribute email addresses.
- △ **I work at a year-round school, when can I take my fellowship?** Teachers who are employed by year-long institutions may use their funds during any of the periodic school breaks.
- △ **Does the team lead receive all the grant funds?** Team grant funds are equally distributed between all members.
- △ **Can I see what other teachers have done on their fellowships?** For examples of awards previously given by the Fund, visit: <http://www.fundforteachers.org/fellows.php>.

## Eligibility

- △ **After being awarded, how many years do I have to wait to apply again?** The time between fellowships is five years.
- △ **Can I apply as both a team and an individual?** No. Applicants may only submit one application per grant year. Identical applications will not be considered; proposals must be written by the person(s) participating in the fellowship.
- △ **Does student or substitute teaching count toward the 3-year eligibility criteria?** No. You need to have at least 3 years teaching experience as a classroom teacher. You may be in your 3<sup>rd</sup> year at the time you apply.
- △ **Can I use my previously funded application?** No; previously awarded applications will not be considered.

## Application

- △ **Can you give me an example of a brief project description?** For sample project descriptions visit: <http://www.fundforteachers.org/documents/2017/Sample-Project-Descriptions.pdf>.
- △ **How many pages is 25,000 characters with spaces?** 25,000 characters includes spaces and punctuation and is the equivalent of approximately six and half single-spaced typed pages. You will not be able to advance to the itemized budget page if you exceed 25,000 characters.
- △ **Why should I compose my proposal in a word processor?** Using a word processor makes it easier to complete the proposal by allowing you to keep track of the character count, proofread and help prevent the loss of data.

- △ **Can I use quotes within my proposal?** Yes; however, do not copy directly from tour guides, brochures or websites. Cite your sources.
- △ **Does the application have to be completed all at one time?** No, you can come in and out of the system as many times as you like. However, the system does not automatically save your work. Please remember to save your work often.

## Selection/Notification

- △ **How do you choose grant winners?** Each eligible application is reviewed by a Selection Committee comprised of educators, Fellows and corporate and civic volunteers and scored using our Scoring Rubric.
- △ **What does a “blind” selection process mean?** We remove the coversheet (your identifying information) and ask that you do not include such information in your proposal. The committee bases their review and scoring solely on the merit of your proposed project.
- △ **What percentage of grant applications are funded?** It differs year-to-year based on a number of variables, including the number of applications received, funding available and proposal quality.
- △ **Is there a preference between one type of project over another?** Fund for Teachers believes strongly that the teacher knows best what project is most beneficial to them, and therefore gives no preference to destinations, teams vs. individuals, or pre-packaged programs vs. self-designed itineraries. Priority is not given to applications that request less than the maximum grant allowance.
- △ **Do I receive notification even if I am not awarded?** Yes, all applicants receive notification of the selection committee results.
- △ **Why wasn't my proposal selected?** By far, the most common reasons that proposals are not selected are:
  - FFT does not have enough funds to accept every request.
  - The proposal did not include enough detail, or adequately respond to each application question.
  - The applicant did not follow application guidelines.
- △ **I was not awarded and would like feedback; how can I get my scores?** At this time, Fund for Teachers does not provide individualized application feedback. We encourage you to reapply using the application resources to guide you in the revision process.