PROGRAM OVERVIEW

Teachers are most effective, and improve in their practice, when they are problem solvers and innovators, who take risks, learn, reflect, and collaborate. Teachers who pursue Fund for Teachers' transformational learning experiences catalyze these problem-solving experiences for themselves and students, ultimately changing schools and communities. Fellowship proposals that prioritize teachers seeking solutions to their own, genuine problems of practice will be best aligned to our grant goals. In addition, proposals that have the potential to center students as changemakers for problems in their communities are highly encouraged to apply.

Goals of a Fund for Teachers fellowship are for educators to:

- serve as problem solvers and innovators who create solutions to real problems of practice;
- reflect on their experience as a learner and transfer the most powerful aspects of their experience to student learning;
- integrate their experiences as Fund for Teachers Fellows into their teaching to create more globally minded students who are empowered to take action;
- and grow as leaders and change makers.

ELIGIBILITY

Applicants must meet the following eligibility requirements:

- A full-time preK-12th grade teacher who spends at least 50% of your time directly providing instruction to students;
- Applicants must have plans to return to a classroom or teaching environment the year following their fellowship and demonstrate the ability to incorporate what they learn into their teaching; and
- Have at least three years' experience as a preK-12th grade teacher at the end of the school year
  - Student and substitute teaching do not count towards the three-year requirement.
  - If the applicant has three years' experience by the time of their fellowship, Fund for Teachers considers them eligible.
- Previous recipients must wait for five years before reapplying.

Teaching staff that do not provide instruction to students for at least 50% of their full-time position are not eligible. One-on-one instructional time does not count toward the 50%-time requirement described above.

Administrators, such as principals, may not apply, nor may they act as the partner applicant. Please contact Fund for Teachers if you have specific questions about your eligibility.

Open to US teachers who live and work in the continental United States and Hawaii.
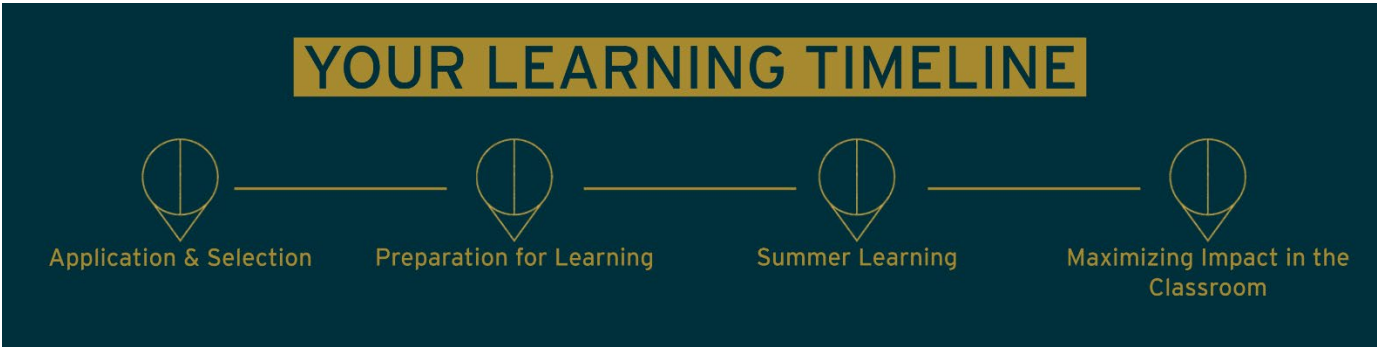
Individuals may apply for up to $5,000 and teams may apply for up to $10,000 (while team members may be from different schools, districts or states, all members must meet the eligibility criteria). Upon award, Fellows will receive 90 percent of their grant, the remaining 10 percent to be disbursed upon completion of post-fellowship requirements.

We know your time is valuable, so we discourage using it to submit proposals that do not fall within funding guidelines. In this spirit, we aim to be transparent about what our grant making does not support.

We do not make grants to support student travel, the completion of post baccalaureate degrees, university/college credit hours, courses for graduate credit, licensing or licensure, onsite (or campus) professional development at your school or by the district, compensation for substitutes, stipends and requests that only include classroom supplies, such as books, technology, or other materials. All project eligibility is at the discretion of Fund for Teachers.

Eligible teachers may submit one application per grant cycle. Fund for Teachers is interested in your ideas only. Any indication of borrowed text will disqualify your application. Additionally, previously awarded proposals may not be resubmitted for consideration.

Fellowships should begin after the last day of school in the spring and be completed by the first day of school in the fall, with all fellowship related expenditures made by September 14, 2023.

APPLICATION

The entire application is completed online and will require digital signatures. As part of the application process an email will be sent from *info@fundforteachers.org* to your principal to verify your eligibility.

Part One: Coversheet

All applicants must apply online between October 1, 2022, and January 19, 2023, with final submission made by **5 pm CST on January 19, 2023**.

Before you begin, determine if you are applying as an individual or as a team.

- Create your online account, or login with existing credentials.
- Create a 1-2 sentence project description (350-character limit), detailing <u>What you are doing + Where you are going + Why.</u>
- Sign your coversheet. Once signed, an email will be sent to your principal asking for a digital signature to verify your eligibility. Edits to signed coversheets are not permitted, except for revisions to the project description.
- Use the formal name of your district and school. Ex: Houston Independent School District instead of HISD and John F. Kennedy Elementary School instead of JFK Elem. School.
- Teams:
    o Elect a team lead and create a team name.
    o The team lead initiates the online process and is the first to input the team's name.
    o Each team member registers creating an individual account and submits a coversheet.
    o The team lead cannot advance past the coversheet until all other members have completed and signed his/her coversheet.

Part Two: Proposal

Consists of five sections and should articulate creative, thoughtful activities or projects that demonstrate potential for learning for the teacher, the student, and the school community.

- Create and save your proposal using a word processor, avoiding any formatting.
- **25,000 characters, including spaces**, (approx. six and half, single spaced, typed pages) cumulative for all five sections.
- Avoid identifying references: Please refrain from using your name, your school or district names within your proposal to ensure an anonymous selection process.
- Avoid using hyperlinks and web addresses.
- Refer to the Scoring Criteria when addressing each of the five proposal sections.
- *TEAMS:*
    o Proposals should reflect collaboration and demonstrate your ability to work successfully as a team. Team members should be active participants in the writing process. They should also understand that they are financially responsible for their portion of the grant if awarded.
    o Only the team lead is responsible for entering the proposal.

<u>Sections:</u>

A response to each application question is required. However, applicants should not feel limited by these questions and should provide selection committee readers with any information they feel is helpful in articulating their fellowship goals. Additionally, we strongly encourage you to review the Scoring Criteria (found under Quick Links) to understand what criteria selection committee members are looking for in a highly scored proposal.

- **Fellowship Purpose: What is your genuine problem of practice? Why is it important to address that problem of practice?**
    - Describe what you know about your students, their backgrounds, assets, and learning challenges.
    - Describe the gaps that exist in your own practice, curriculum, or school culture.
    - Articulate your learning goals in a way that connects them to the opportunities and gaps identified.
- **Fellowship Learning Plan: What is your plan to address your problem of practice?**
    - Outline the details of your summer learning experience.
    - Describe how you plan to implement change in your classroom/school (e.g. revised units, changes in pedagogy).
    - Lay out how the proposed activities relate to your learning goals and the needs of your students.
    - Describe how you will collaborate with others to support your learning (e.g. experts in the field, your students, other teachers).
- **Teacher Growth and Learning: What key actions will you take to make sure that you can maximize your fellowship learning and implementation in the classroom?**
    - Describe how this fellowship represents risk taking for you.
    - Name strategies you will use to ensure you are prepared to learn, meet your fellowship goals, and solve your problem of practice.
    - Explain how the school or your classroom conditions make it possible for you to innovate.
- **Student Growth and Learning: How will students benefit from your proposed fellowship, both in their content knowledge AND in the way they learn?**
    - Describe the impacts you expect your fellowship to have on students (e.g. new content knowledge, changes to the way students learn).
    - Describe possible impacts you expect your fellowship to have on your community (e.g. other students, teachers, stakeholders).
    - Describe any opportunities for students to take leadership and be changemakers as a result of your fellowship.
- **Budget Narrative: Provide a brief narrative showing evidence of thoughtful planning and research supporting your specific itinerary.**

- o The narrative should explain your rationale for the project's expenses.
- o Stipulate a time frame and approximate costs as closely as possible.
- o Team budgets should include both costs broken down by individual and totals for the whole team.

Part Three: Itemized Budget Sheet

By completing the Itemized Budget Sheet, you will break your budget narrative down into a line-item listing.

- Enter the length of your fellowship.
- Estimate the number of hours it took to prepare your application (this information is for internal use only and is not part of the selection process).
- Add all proposed destinations for fellowship.
- Use whole numbers.
- Team lead is responsible for entering the itemized budget.
- If including a technology expense, specify why the item is necessary for the fellowship's success; why you have chosen the specific brand/type; and whether you have prior experience using the technology. Technology expenses should not be the bulk of your proposed budget, but a necessary tool to successfully complete your fellowship.
- Food costs should reflect actual destination rates and cannot exceed $50 per day/per person. This is not a per diem, receipts will be required.

- Breakdown of expenses
  - TRANSPORTATION: any fare to and from destination. Estimate rental car cost based on current gasoline prices. For personal vehicles, calculate the mileage at a rate of $.62/mile. Grant funding can only cover mileage or gasoline, not both.
  - LODGING: Seek moderately priced motels/hotels or, if applicable, home stays.
  - FOOD: Food costs should reflect actual destination rates and cannot exceed $50 per day/per person.
  - PARTICIPATION COSTS: Tour, registration, and course/program fees.
  - MATERIALS AND SUPPLIES: Includes, but not limited to, books, reference materials, artifacts, or realia.
  - EQUIPMENT: Includes, but not limited to, cameras, recorders, laboratory equipment and computer hardware necessary for fellowship and classroom implementation. Please consider borrowing these pieces of equipment from your school, if available. Any equipment purchased with the grant funds must be accessible to entire school upon return.
  - OTHER: Specific costs of your fellowship not outlined in the preceding categories. Please give clear descriptions of these expenses. Use the Budget Narrative for any further explanation.

  - NON-ALLOWABLE: Certain products and services are not to be purchased using grant funds, such as toiletries, telecommunications, souvenirs, childcare, student travel, bank/credit card fees

and graduate credit hours. *Access the full list of non-allowable expenses, under Quick Links within the online application.*

Additional resources to aid you in the application process can be found within the online guidelines under Quick Links. If you have any questions regarding the online application process, please contact: info@fundforteachers.org.

SELECTION PROCESS

Fund for Teachers utilizes a committee of community members, past grant recipients, educators, and donors to select our grant recipients. Each committee utilizes the same process, scoring criteria form, and scoring standards. Before a committee receives grant proposals to review, each application is screened for eligibility and completeness. Applications failing to meet Fund for Teachers eligibility criteria or those not considered complete, will not be sent to the selection committee. Grants are awarded based on merit and available funding; consequently, the number of grants awarded varies each year.

Your proposal may be reviewed by a committee in a geographic region other than your own. When describing where you teach it is permissible to acknowledge your city and state.

Applicant coversheet and identifying information is removed prior to the selection process. Please refrain from using your name, your school or district names within your proposal to ensure an anonymous selection process.

Often, foundations want to know more about who we serve. The survey questions on your coversheet are for that purpose only and are in no way used in our selection process.

Applicants will be notified of the selection committee results on March 28, 2023, by email.

REPORTING REQUIREMENTS

Awardees are expected to be active and engaged members of the Fund for Teachers Ramsden Fellow community over the course of the fellowship year and the years following. This includes participating in a required orientation workshop, as well as periodic virtual meetups and participating as an active member of our digital community. Fellows are also expected to serve as ambassadors of Fund for Teachers in all professional settings.

In addition, throughout the course of the program year, Fellows are required to submit several post-fellowship deliverables to Fund for Teachers. Deliverables include: An expense report; summary report of fellowship ("Passport") immediately following their fellowship and at the end of the school year; and surveys before, during and after the fellowship experience. Fellows who fail to complete post-fellowship reporting or use fellowship funds in manner not consistent with their grant proposal will be deemed, "Not in Good

Standing." Fund for Teachers, at its discretion, may refuse future applications from individuals listed as "Not in Good Standing."

Fund for Teachers reserves the right to review the terms and conditions of this grant program, and to make changes at any time, including termination.