



FFT 2019 Application Guidelines

Application Deadline: Thursday, January 31, 2019, 5 PM CST

Program Information

Fund for Teachers provides educators, possessing a broad vision of what it means to teach and learn, the resources needed to pursue self-designed professional learning experiences. FFT grants are used for an unlimited variety of projects; all designed to create enhanced learning environments for teachers, their students and their school communities. We believe that supporting teachers' active participation in their own professional growth, positively impacts student learning and achievement.

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;
- Returning to the classroom in the consecutive school year; 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
 - As long as the applicant has three years' experience by the time of their fellowship, Fund for Teachers considers them eligible.

School support 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. Previous recipients must wait for 5 years before reapplying.

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 reimbursed upon completion of post-fellowship requirements.

We know your time is valuable, so we discourage using it to submit proposals that don't 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 or stipends and Only classroom supplies, such as books, technology, or other materials. There must be a learning experience included. 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 12, 2019.

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, rubric 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.

As a national organization, Fund for Teachers builds committees across the country of people invested in the success of teachers and education to aid in the selection of awards. 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.

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.

Applicants will be notified of the selection committee results by April 4, 2019. Awardees will be required to attend a pre-fellowship Orientation.

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 their 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.

Application

Part One: Coversheet

All applicants must apply online between October 1, 2018 and January 31, 2019 with final submission made by **5 pm CST on Thursday, January 31, 2019.**

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

- Complete form online
- Create a 1-2 sentence project description (350 character limit), detailing What you are doing + Where you are going + Why.
- Sign your coversheet. Once signed, an email will be sent to your principal asking for a signature to verify the information you have included on your coversheet and your eligibility. Signed coversheets are no longer editable, with the exception of 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:
 - Elect a team lead and create a team name.

- The team lead initiates the online process and creates the team name.
- Each team member registers an account and submits a coversheet.
- The team lead cannot advance past the coversheet until all other members have completed and signed his/her coversheet.

Part Two: Proposal

Consists of seven sections and should articulate creative, thoughtful activities or projects that demonstrate potential for learning.

- 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 seven sections.
- Avoid identifying references.
- Answer all of the questions under each section.
- Insert your answers for each section separately into corresponding text boxes.
- Avoid using hyperlinks and web addresses.
- Refer to the Scoring Rubric when addressing each of the seven proposal sections.
- **TEAMS:**
 - 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.
 - Only the team lead is responsible for entering the proposal.

Sections:

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 Rubric (found under Quick Links) to understand what details selection committee members are looking for in a highly scored proposal.

- **FELLOWSHIP RATIONALE AND PURPOSE:** When thinking about your teaching practice, describe what you know about your students, their backgrounds and their learning challenges. What are the gaps in your own practice or the culture of your school that your fellowship will address? How do you intend to strengthen your teaching practice through this fellowship to meet your students' needs? Reference specific demographic and achievement data of your students related to these needs/challenges. What are your learning goals? What are the key questions that will guide your professional learning? What grade(s) and subject area(s) do you teach?
- **PROJECT DESCRIPTION:** Describe the details of your proposed fellowship and the research behind it. What key activities will you pursue? How do they relate to the needs of your students and your learning goals? What is the timeframe for achieving your fellowship goals?
- **TEACHER GROWTH AND LEARNING:** How will your fellowship build **your** content knowledge and strengthen your instructional practice? How will your fellowship help you address **your** learning goals and professional development?

- **APPLICATION OF LEARNING TO INSTRUCTIONAL PRACTICE:** Outline a plan, short and long range (unit), for achieving your learning goals and the intended outcomes for your students, school and community. What are the new learning experiences that will result from your fellowship? What are the specific processes and collaborations that will lead to new learning experiences for your students? What are the roles of colleagues, school leadership and external partners in helping you achieve the outcomes you seek? How will you assess your students' learning?
- **STUDENT GROWTH AND LEARNING:** How will students benefit from your proposed fellowship, both in the classroom and beyond? What new, authentic and engaging additions will this experience bring to your classroom? What are the learning outcomes for your students?
- **BENEFITS TO SCHOOL COMMUNITY:** How will your fellowship experience contribute to your school community's efforts to engage students in authentic learning and problem-solving? How will new structures or processes take shape? How will you engage parents and the broader community as partners in supporting student success? How will you share your fellowship learning with colleagues?
- **BUDGET NARRATIVE:** Provide a brief narrative showing evidence of thoughtful planning and research supporting your specific itinerary. The narrative should explain your rationale for the project's expenses; stipulate a time frame and approximate costs as closely as possible. Team budgets should include both costs broken down by individual and totals for the whole team. Please note: Fellowships take place in the summer months when pricing generally increases. Please plan your budget with this in mind. Grant awards cannot be increased following selection committee decisions.

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.

Refer to *Part Three: Itemized Budget Sheet* for more detail regarding allowable expenses.

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 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.
- 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 \$.535/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.