FUND FOR TEACHERS

Frequently Asked Questions
2027 Grant Cycle

Eligibility

- **After being awarded, how many years do I have to wait to apply again?** The time between fellowship grants 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 3rd year at the time you apply.
- **Can I use my previously funded application?** No; previously awarded applications will not be considered.
- **Should applicants report whether they have previously received a Fund for Teachers fellowship?** One question on the application coversheet asks whether the applicant is a prior recipient. Applicants should indicate YES if they have successfully received an award in the past and then indicate the year. It is up to you whether you include this information in your proposal narrative.
- **Are administrators eligible for this opportunity?** No. Teaching staff that do not provide instruction to students for at least 50% of their full-time position are not eligible. Administrators, such as principals, may not apply, nor may they act as the partner applicant.
- **How many hours in each week are considered full-time?** A schedule of 30 or more hours is considered full-time for the purposes of FFT.

Application

- **Can you give me an example of a brief project description?** For sample project descriptions visit: http://www.fundforteachers.org/documents/2025/25-Sample-Description.pdf.
- **How many pages is 25,000 characters with spaces?** 25,000 characters includes spaces and punctuation and is the equivalent of approximately five 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.

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- **Can I use quotes within my proposal?** Yes, however, do not copy directly from tour guides, brochures, or websites. Cite your sources. Additionally, the system is not configured to add footnotes. If you use references, please add them directly to your narrative.
- **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.

Goals and Activities/Timeline

- **Most FFT projects seem to include or center around travel. Is travel a necessary component of a successful proposal?** No. Although many applicants propose projects that involve travel as a key component, this is not a requirement for a successful project. Whether or not travel is included, proposals that center student learning and prioritize teachers seeking solutions to their own, genuine problems of practice will be best aligned to our grant goals.
- **Is it recommended that applicants join an organized tour group for overseas travel, or can applicants coordinate their own travel?** There is no preference given to traveling with organized tour groups or individually coordinated travel. Applicants are encouraged to choose the approach that best equips them to meet their goals.
- **If a project includes several locations for travel, do the trips have to occur back-to-back?** No. FFT encourages recipients to engage in meaningful travel and that could include multiple locations and extended or disparate scheduling. When a project includes travel, it is important that sufficient time is spent at the proposed destination(s). There is no set timing requirement, and it is acceptable for travel to occur during multiple segments within the grant period (summer break).
- **How specific should travel accommodation details be in the application? For example, should applicants know the exact hotels in which they plan to stay?** Applicants are encouraged to complete appropriate preliminary research in planning the proposal activities, timeline and budgets included in their applications. It is not necessary that specific hotels be identified for lodging needs, but costs and locations should be based upon recent research.
- **If a proposed project requires an advance reservation, how should an applicant proceed prior to final decisions about fellowships to pay for the reservation?** If the completion of a proposed project requires a reservation prior to notification of the success of an application, FFT recommends reaching out to the organization requiring reservations to inquire about the possibility of holding a space until award notifications are made and any related cancellation penalties. Alternatively, if reservations cannot be secured in advance and the arrangements become unavailable after a fellowship is awarded, FFT may consider modifications to the proposal that would enable the recipient to successfully complete their fellowship.

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- **How detailed does the project timeline need to be? Can it be a general timeline - like Day 1, Day 2, etc. - or does it need to include specific dates and times? Also, is there a minimum amount of time for an experience? For example, if travel is involved, is there an itinerary that is too short?** One question on the application coversheet asks for tentative travel dates to ensure the eligibility of the applicant's proposed timeline. The proposal need not include specific dates and times, but it should reflect a series of activities that are clearly focused on and tightly connected to the project's goals. Although there are no specific requirements as to how long the project should take or when activities should occur, be sure to allow yourself a reasonable amount of time to achieve a meaningful learning experience.
- **How strictly must a grant recipient follow the proposed timeline? In other words, if something happens and the exact dates must be changed, is that acceptable (if it still happens within the proposed time period for the project)?** FFT is flexible related to extenuating circumstances that may affect planned travel. 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 2, 2027.

Budget

- **If an applicant's experience involves driving, is it appropriate to add mileage to the budget? If so, is there a specific amount per mile?** Yes. It is appropriate to budget for any expenses related to the completion of the fellowship. In the use of a personal vehicle, the IRS approved rate will be paid. This rate changes annually and accounts for gasoline, depreciation of vehicle, etc. (Visit irs.gov/tax-professionals/standard-mileage-rates for the most up-to-date rates.)
- **Is it best to propose a budget for the entire amount of funding available, or is it better to keep under budget if possible?** Applicants are encouraged to budget for all expenses associated with accomplishing the proposed learning experience. If accomplishing the goals of a project costs less than the maximum award, it is appropriate to submit a smaller request. However, we strongly advise you against under budgeting. The cost of your fellowship is not a consideration in the selection process. Fund for Teachers is unable to increase your budget after you are selected.
- **Should applicants include the full cost of their proposed fellowship, even if costs exceed maximum award amount?** Individuals may apply for up to $5,000 and teams may apply for up to $10,000. Applicants are encouraged to show the full cost of their proposed fellowship when preparing a proposal budget, even if they intend to supplement grant funds with other resources.
- **How should applicants account for potential increases in travel or other project costs when completing their proposal budget?** Applicants are encouraged to conduct thorough research to estimate the expected costs associated with completing their projects. If research suggests that costs associated with the proposed project may increase between the

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time of application submission and project completion, it is appropriate to account for this projected increase in the proposal budget. Fund for Teachers is unable to increase your budget after you are awarded.

- **May family members, other educators, or other nonfamily companions participate in and have expenses included in proposals and proposal budgets?** Fund for Teachers fellowships are rewarding both personally and professionally, and we recognize that grant recipients may feel more comfortable conducting their fellowship with another individual or their families. These individuals are welcome to accompany you on your fellowships, but the cost of their participation is strictly excluded from the grant award. Instructions on how to document expenses will be provided at your fellowship orientation.

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 Criteria.
- **What does an anonymous 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 several 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 email 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.
- **Does Fund for Teachers provide feedback to previously unsuccessful applicants so they can improve upon their proposals in the future? Can an applicant resubmit a grant proposal that was not accepted in a previous application year?** Due to the volume of applications received, Fund for Teachers does not provide feedback to applicants whose projects are not funded. Applicants may resubmit a previously submitted project proposal but are encouraged to carefully review their application and make updates that could be

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necessary based upon new costs for projects or other aspects of the proposal that may have changed. Additionally, applicants are encouraged to have a colleague review and offer feedback on a previously unsuccessful application before resubmission.

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. Each team member is fiscally responsible for their own individual grant award.
- **Can I see what other teachers have done on their fellowships?** For examples of awards previously given by FFT, visit: https://fft.fundforteachers.org/applications/fellow_search.
- **Does Fund for Teachers share examples of past successful applications?** No. Fund for Teachers does not release previously awarded applications, but project summaries for previous recipients can be accessed on our website.
- **May a school or other organization apply on behalf of its teachers and then distribute FFT awards to them once fellowships are awarded?** No. Only educators who meet the eligibility requirements can apply for a Fund for Teachers fellowship. It is core to the Fund for Teachers mission that the applicant/awardee have a deep personal commitment to their projects and students.

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