



## **FFT 2010 Application Guidelines**

Application Deadline: Friday, January 29, 2010, 5:00 PM CST

The following pages were created to aid you in applying for a Fund for Teachers grant. Please go over them carefully before you begin the application. If you have any questions regarding the online application process, please contact: [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org).

### **Mission Statement**

Fund for Teachers enriches the personal and professional growth of teachers by recognizing and supporting them as they identify and pursue opportunities around the globe that will have the greatest impact on their practice, the academic lives of their students and on their school communities.

### **Program Description**

Fund for Teachers is the national donor supported organization that awards fellowships for self-designed professional growth to teachers who recognize the value of inquiry, the power of knowledge and their ability to make a difference. FFT provides fellowship grants directly to teachers, with more than three years of experience, to support their professional learning during the summer. Their experiences come in many forms, but share the purpose of better teaching. Ultimately, the Fund believes that by experiencing the potential of their personal and professional learning, teachers in turn inspire potential in their students.

### **Award Information**

The number of awards will be limited by the merit of the applications and to the funding available.

Eligible applicants may:

- Apply for up to \$5,000 as an individual
- Apply for up to \$10,000 as a team of two or more eligible applicants

Upon award, Fellows will receive 90 percent of their grant award. The remaining 10 percent will be reimbursed upon completion of mandatory post-fellowship obligations.

Applicants may submit one (1) application per grant year. Identical applications will not be considered. Multiple entries will be eliminated. Two teams or a set of individuals cannot submit identical applications to increase their spending limit. Proposals must be written by the person(s) participating in the fellowship. Proposals written by other parties, including principals or school administrators, will not be considered.

*TEAMS:* Each team member will receive an equal portion of the grant amount. Management of team funds should be decided amongst ALL team members.

FFT awards almost every type of professional development imaginable. However, there are a few exceptions. The Fund will not provide monies for student travel, the completion of graduate courses, onsite (or campus) professional development, compensation for substitutes or stipends.

For examples of awards previously given by the Fund, visit: [www.fundforteachers.org/fellows.html](http://www.fundforteachers.org/fellows.html)

### **Eligibility**

Basic eligibility requirements include the following:

- Employed by a school/district in an eligible geographic area
- Teach in a Pre-K through 12th grade classroom
- Minimum of three years classroom teaching experience
- A full-time teacher spending at least 50% of the time in the classroom or a classroom-like setting
- Must have the intention of returning to teaching in their school/district in the consecutive school year
- Teachers may be awarded a Fund for Teachers grant once every five years

## How to Prepare and Submit an Application

All applicants **MUST** apply online. FFT will accept applications between October 1, 2009 and January 29, 2010. Online submissions must be made by **5:00 pm CST on Friday, January 29, 2010**. The only portion of the application that must be mailed is the signature page ("Cover Sheet"), which must be postmarked by Friday, January 29, 2010.

## Getting Started

The Fund for Teachers application consists of three sections:

- Cover Sheet
- Proposal
- Itemized budget

The following will help you successfully complete these three sections.

### Section One: Cover Sheet

The cover sheet is the first section of the online application and will be completed online. **Do not create your own coversheet.** In order to complete the cover sheet you will need the contact information for yourself, your school, and your principal's email address. You must have a 1-2 sentence project description prepared before you begin. (No more than 150 characters. Characters include spaces and punctuation.) Only one description is allowed per team. Your project description must say: **What you are doing + Where you are going + Why**. Refrain from using any personal pronouns or any other identifying information.

For sample project descriptions visit: [www.fundforteachers.org/apply/downloads/sample\\_project\\_descriptions.pdf](http://www.fundforteachers.org/apply/downloads/sample_project_descriptions.pdf)

*TEAMS:* Before you begin, your entire team must be aware of the following procedures:

Each team must elect a team lead and create a team name. Refrain from using identifying information as your team name. The team lead must initiate the online application process. Setup will include registering the team name and entering the proposal and budget. The team lead will be the only team member responsible for entering in the team's proposal and budget.

Each team member is responsible for creating their own account and completing a coversheet. Your application will not be complete until ALL team members have completed and submitted their portion of the application online.

The coversheet must be signed by both you and your principal, and postmarked by **Friday, January 29, 2010**. Your principal's signature is only to verify the information you have included on your coversheet.

### Section Two: Proposal

Your proposal should be successful in articulating creative, thoughtful summer activities or projects and demonstrate potential for learning. The value of a proposal is in the clarity of ideas. Fund for Teachers honors the professionalism of dedicated teachers and values their judgment as to what best impacts their practice. *TEAMS:* team proposals should reflect collaboration and demonstrate your ability to work successfully as a cohesive unit.

Limit your responses to 18,000 characters (characters include spaces and punctuation), approximately four typed pages. We recommend you create and save your proposal using a word processor. Do not format your text (i.e. bold, italic, underline). Once you paste your response in a text box, it will be converted to "plain text" and strip any formatting from your text. The online application does not have to be completed in one sitting. You may save your work and return later. The time will reset after every save; the system will time-out after thirty (30) minutes. If your work has not been saved, it will be lost. Save often.

**Make sure the proposal does NOT contain any identifying references to yourself, your school, or your district.**

Each of the following bulleted sections is entered into a separate text box within the online application. You will be required to insert your answers for each section separately.

In your own words, respond to each of the following questions:

- **FELLOWSHIP RATIONALE AND PURPOSE:** When thinking about your teaching practice, what would you like to learn? What are the key questions you want to explore? What challenge or passion inspires your proposed fellowship?
- **PROJECT DESCRIPTION:** Describe and outline in detail your proposed fellowship. What key activities will you pursue, and why are they important? What is the time frame for achieving the goals outlined in the rationale and purpose?
- **TEACHER GROWTH AND LEARNING:** How will your fellowship help you address your key questions and/or learning goals? How will this fellowship help you grow as a teacher?
- **STUDENT GROWTH AND LEARNING:** How will students benefit from your proposed fellowship? What meaningful additions will this experience bring to your classroom?
- **BENEFITS TO SCHOOL COMMUNITY:** How will your fellowship experience contribute to your school community's efforts to engage students and improve learning? How will you share the fellowship learning with colleagues?
- **PLAN FOR FELLOWSHIP IMPLEMENTATION OF LEARNING:** Please outline a plan for implementing learning from your proposed fellowship within your classroom or school. We are aware that unintended learning experiences may constitute powerful aspects of your fellowship, so that not all valuable learning and transfer can be predicted. We do feel, however, that planning clear structures for bringing fellowship learning back to students can contribute to a more focused and significant experience in the field. Your implementation plan may be (1) an outline of a newly created or enhanced curricular unit/project; or (2) an action plan for new classroom or school-wide structures that you hope to implement.

(1) Curricular Unit/Project Outline: Focus on goals, student skills, general content, teaching methods, and assessment ideas.

(2) Action Plan: Focus on the goals, strategy, and outcomes for new classroom or school-wide structures.

- **BUDGET NARRATIVE:** Provide a brief narrative showing evidence of thoughtful planning and research into your specific itinerary. The narrative should explain the rationale for the project's expenses. It is helpful to be precise. If final dates are not known, stipulate a time frame and approximate costs as closely as possible. The total amount requested is not a factor for selection; however, costs should be realistic in relation to the proposed scope. The selection committee reserves the right to increase or decrease the proposed budget.

If your budget includes a technology expense, please 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.

Please note that food costs cannot exceed \$50 per day. For more information on budget restrictions please see Section Three: Itemized Budget.

For grant writing tips, visit: [www.fundforteachers.org/apply/downloads/writing\\_tips.pdf](http://www.fundforteachers.org/apply/downloads/writing_tips.pdf)

### **Section Three: Itemized Budget Sheet**

Fund for Teachers has designated the following categories for allowable expenses. The online itemized budget page only accepts whole numbers. Do not include punctuation. Keep this in mind when preparing your budget.

#### *Travel Expenses:*

- **TRANSPORTATION:** Includes air, train, taxi, bus fare, rental car and subways to and from destination. If using a rental vehicle, estimate cost based on current gasoline prices. For personal vehicles, calculate the mileage at a rate of \$.55/mile. Fund for Teachers will either reimburse for mileage OR gasoline, not both.

- **LODGING:** Seek moderately priced motels/hotels or, if applicable, home stays.
- **FOOD ALLOWANCE:** A maximum of \$50 a day can be allocated for food, per fellow.
- **PARTICIPATION COSTS:** Includes tour fees, registration costs, and course/program fees.

*Miscellaneous Expenses:*

- **MATERIALS AND SUPPLIES:** Examples of materials and supplies include, but are not limited to consumables, books, reference materials, souvenirs, and film necessary for proposed fellowship.
- **EQUIPMENT:** Includes, but not limited to recording equipment (cameras, tape recorders, and video cameras), laboratory equipment, and computer hardware necessary for proposed learning activity. Please consider borrowing these pieces of equipment from your school if available.
- **OTHER:** Includes costs specific to your learning activity not outlined in the preceding categories. Please give clear descriptions of these expenses. Use the budget narrative for any further explanation.

### **Application Review and Notification**

Fund for Teachers and each local partner will convene a Selection Committee of educators, past grant recipients, corporate and civic leaders. A blind review of the application is conducted by the Selection Committee (proposals are separated from the applicant cover sheet). Merit of the application, as determined by the Selection Committee, will be the sole criterion.

The Selection Committee scoring is confidential and individual feedback will not be provided.

To view the scoring rubric used to evaluate proposals, visit:

[www.fundforteachers.org/apply/downloads/scoring\\_rubric.pdf](http://www.fundforteachers.org/apply/downloads/scoring_rubric.pdf)

All applicants will be notified, by mail, of the results of the selection committee by **Wednesday, March 31, 2010**.

Following a mandatory orientation, a check will be issued to fellows for 90 percent of the grant value. A check for the remaining 10 percent is issued after the recipient has submitted post-fellowship reports to Fund for Teachers by **Thursday, September 30, 2010**.

### **Obligations**

Fellowships should begin after the last day of school in the spring and be completed by the first day of school in the fall. All funds **MUST** be expended by September 30, 2010 (Teachers who are employed by year long institutions may use their funds during the equivalent of their summer vacation). If you are awarded a grant and find you are unable to use it this summer, all funds must be returned to Fund for Teachers. Funds may not be used during other vacation periods or carried over to the following summer.

No later than **September 30, 2010**, grant recipients are required to provide Fund for Teachers or their local partner with post fellowship reports to be detailed after grant receipt. Grant recipients should understand that other obligations accompany the grant, including:

- Pre-fellowship Meetings
- Post-fellowship Meetings (up to one year following the fellowship)
- Documentation relating to Fellowship

### **Remember**

- Do not include any personal or identifying information within the body of your proposal
- Complete and save your proposal in a word processor before applying online
- Proofread. Have someone else read your grant proposal
- Mail your cover sheet with both your and your principal's signature (Postmarked by Friday, January 29, 2010)
- Only apply once, identical applications will not be considered

- *TEAMS*: team coversheets must be mailed together
- The deadline for submitting the online portion of the applications is **5:00 pm CST Friday, January 29, 2010**
- For assistance with the online application, please contact: [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org)