

FFT 2007 Application Guidelines

Application Deadline: Tuesday, January 16, 2007, 5:00 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.

If you have already begun a Fund for Teachers grant application, please [click here](#).

Mission Statement

Fund for Teachers enriches the 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 meets the need of "individualized" learning for teachers by supporting professional development of their own design. The Fund 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. Teachers may request funding for activities up to \$5,000 per individual, \$7,500 per team. A team consists of two or more eligible teachers. Each team will need to designate a team lead and team name to initiate the application process. The team lead will be the contact person for all matters regarding the grant award. Additionally, an alternate team lead must be designated. The alternate will assume leadership in the event that the team lead is unable to continue with their responsibilities.

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

Eligibility

Basic eligibility requirements include the following:

- Eligible applicants may apply individually for up to \$5,000 or as a TEAM for up to \$7,500. A TEAM must consist of two or more eligible teachers.
- Must be employed as a pre-K through twelfth grade teacher in the New York City Public Schools at the time the grants are approved and made.
- Must have a minimum of three years classroom teaching experience by June 2007.
- At least 50 percent of applicant's time must be spent in the classroom. Math and Literacy coaches who are engaged in classroom instruction 50 percent of the time are eligible to apply.
- After completion of their project, successful applicants must commit to teaching in the NYC public school system for the following school-year in its entirety.
- 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, 2006 and January 16, 2007. Online submissions must be made by 5:00 pm CST on Tuesday, January 16, 2007. The only portion of the application that must be mailed is the signature page ("Cover Sheet"), which must be postmarked by Tuesday, January 16, 2007.

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

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 (no more than 150 characters) project description prepared before you begin. This description should capture the essence of your project. [Click here](#) for sample project descriptions.

This document must be signed by both you and your principal, and postmarked by Tuesday, January 16, 2007. 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.

Fund for Teachers Fellows immerse themselves in the culture, history, art, language, and education of the place they visit. Grant recipients are expected to document their experiences - through writing, art, photographs, artifacts, video and/or audio - with an eye towards using this documentation to augment their teaching practice and develop curriculum units.

Limit responses to 27,000 characters, approximately six typed pages. We recommend you create and save your proposal using a word processor. Please 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 only allows 30 minutes to complete each page and does not have spell check.

Make sure the proposal and team name DO NOT contain any identifying references to yourself, your school, or your district.

In your own words, please respond to the following questions:

- **RATIONALE AND PURPOSE FOR FELLOWSHIP:** 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:** What fellowship would you like to pursue this summer? Describe and outline in detail your proposed fellowship.
- **TEACHER GROWTH AND LEARNING:** How will your fellowship help you address your key questions? How will this fellowship help you grow as a teacher?
- **STUDENT GROWTH AND LEARNING:** How will students benefit from your proposed fellowship? What value will this experience add 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?
- **DOCUMENTATION OF LEARNING:** How will you document or report on the impact of your experience to your students, your peers and your school community? Consider documentation methods that will show evidence of and reflection on your learning experience.
- **BUDGET NARRATIVE:** Provide a brief narrative that shows evidence of thoughtful planning and research into your specific itinerary. When shaping your itinerary it is helpful to be precise; if final dates are not known, then stipulate a time frame and approximate costs as specifically as possible.
- **CURRICULAR UNIT:** Please outline a curricular unit that will integrate experiences and learning from your proposed fellowship. With as much detail as possible, connect the purpose of your fellowship to your proposed curricular unit.
- **SHARING CURRICULUM:** Briefly describe how you plan to share your curriculum development with your colleagues.

For grant writing tips, click [here](#).

Section Three: Itemized Budget Sheet

Fund for Teachers has designated the following categories for allowable expenses. If you are applying as a team, the team lead will submit only one itemized budget for the whole team.

TRAVEL EXPENSES:

Transportation: Includes air, train, taxi, bus fare, rental car and subways to and from destination. If using your own vehicle for reaching destination, estimate cost based on current gasoline prices. Cost of local travel by car should be calculated at \$0.445 per mile. Please note Fund for Teachers will either reimburse for mileage or reimburse for gasoline, not both.

Lodging: Seek moderately priced motels/hotels or, if applicable, home stays.

Food Allowance: For recipients who are traveling, a maximum of \$50 a day can be allocated for food.

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; otherwise provide an explanation for purchase.

Other: Includes costs specific to your learning activity not outlined in the proceeding 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, [click here](#).

All applicants will be notified, by email, of the results of the selection committee by **Friday, March 30, 2007**.

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 the reflective and expense reports with receipts, to Fund for Teachers by **Friday, September 28, 2007**. (Teams: Each team member will receive an equal portion of the grant amount. Management of team funds should be decided amongst ALL team members.)

Note: Identical applications will not be considered. 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 will not be considered.

Obligations

All funds **MUST** be expended in summer 2007. (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.

Grant recipients should understand that other obligations accompany the grant, including:

Pre-Experience

- Attend a pre-fellowship orientation in April to begin building a cohort of fellows, past and present.

During The Experience

- Visit, when feasible, a K-12 school to observe local teaching practice in the project region.
- Document the fellowship experience.

Post-Experience

- Integrate the experience into your classroom practice through the development of curriculum units.
- Attend meetings at New Visions for Public Schools, on a quarterly basis, to share ideas regarding the implementation and integration of curriculum units into classes and schools.
- No later than September 28, 2007, submit the following documents to Fund for Teachers and New Visions for Public Schools:
 1. A reflective report describing your experience.
 2. A detailed expense report.
 3. A curriculum unit in alignment with the NYS K-12 teaching standards, that is to be developed and modified from your application proposal, based on your experience and the academic plan for the upcoming year.
- By May 16th 2007, submit to New Visions for Public Schools your revised curriculum unit along with a description of curriculum implementation and, if applicable, collaboration with colleagues. Final drafts of curriculum units will be posted on New Visions' open source web site.
- By May 16th 2007, submit to Fund for Teachers a two-page outline of the impact the fellowship had on teaching practices.
- New Visions for Public Schools asks that grant recipients participate in an independent evaluation of the Fund for Teachers' initiative post-fellowship. The purpose of the evaluation is to assess the impact of fellowship experiences on the personal and professional lives of teachers.
- Fund for Teachers reserves the right to review the conditions and procedures of this program and to make changes at anytime, including termination of the program.

Remember:

- Do not include any personal or identifying information within the body of your proposal.
- Complete 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 Tuesday, January 16, 2007)
- The deadline for submitting the online portion of the applications is 5:00 pm CST Tuesday, January 16, 2007.

For the Frequently Asked Questions, [click here](#).

For assistance with the online application, please [click here](#).