

# IFT Grant Information



**CTA Institute for Teaching Grants** are intended for CTA members and chapters to support strength-based, teacher-driven reform for students and public schools. Educator grants will be awarded to individuals and small teams of teachers in amounts up to \$5,000. Chapter grants will be awarded to associations in amounts up to \$20,000. Project implementation will be in the 2012-13 school year.

**The deadline** for your application is April 30, 2012. The grant application information is available online at [www.teacherdrivenchang.org](http://www.teacherdrivenchang.org). [Click here to start the online application](#). The application must include a signature page, as well as a Timeline and Proposed Budget. Your application must be submitted by April 30, 2012.

**Preference** may be given to projects that address the needs of diverse or students at risk of failure, involve partnerships, and are replicable.

**Application review** occurs in May 2012, with announcements and public recognition of the awards in June 2012. Applications are reviewed by the IFT Grant Selection Committee. The IFT will notify all applicants of receipt of their application; applicants are also notified as to the outcome of award decisions. Applications that are not awarded grants may be evaluated for improvement upon request.

**Before beginning the application process, ask yourself the following questions:**

- Am I an active, dues-paying member of CTA?
- Do I have a reasonable expectation of being in a position to manage a project during the next school year?
- Do I have information and/or evidence that indicates the project I am considering will improve student achievement?
- Does my project idea address the needs of diverse or students at risk?
- Am I willing to share my learnings from this project with other educators?

If you answered “yes” to these questions, you should feel confident that the IFT will give your project serious consideration. Another question to consider is: Do I have partners with whom I can plan and implement this project? The IFT believes proposals that have many stakeholders involved are more likely to succeed.

# Steps in applying for an IFT Grant



## The Application Process

Please follow these steps to complete the CTA IFT grant application.

**STEP 1:** Alert your local/affiliate president that you intend to apply for a grant. His/her signature will be necessary to complete the application. The Association will need to act as a fiscal agent on behalf of the grant recipient(s).

**STEP 2:** Read the application carefully. Note any questions you have about the application process, and either call or write the IFT to get your questions answered. The IFT Manager/Program Director, Dick Gale can be reached at 619-683-3990 or [DGale@cta.org](mailto:DGale@cta.org). We welcome your questions.

**STEP 3:** Team up! Consider educator colleagues, parents, students, administrators and community members for your team. When it comes to brainstorming and planning, more input will help you be more creative. Be sure to actively decide who will be the grant coordinator — the person ultimately responsible for getting the application in on time, following up and managing the project when awarded.

**STEP 4:** Prepare your budget and timeline. These documents will be uploaded during the online application process. For this step, spread sheets, tables or charts are preferable to narrative. For IFT, a simple chart or table that includes closely approximated costs and likely vendors is adequate. We also require that you verify any additional funding you receive if we award you a grant.

**STEP 5:** Review the “Do’s and Don’ts” on the next page.

**STEP 6:** Submit your application online, print a copy of the application and a signature page. Once you have the needed signatures, you can mail, fax or email ***only the signature page*** to:

**IFT GRANTS**  
CTA Institute for Teaching  
5333 Mission Center Road, Ste. 200, San Diego, CA 92108  
Fax: 619-683-3994  
Email: [mboston@cta.org](mailto:mboston@cta.org)

**The deadline** for your application is **April 30, 2012**.

**Are follow-ups okay?** Absolutely! Feel free to contact the CTA Institute for Teaching if you have questions or concerns. Phone: (619-683-3990) or E-mail: [mboston@cta.org](mailto:mboston@cta.org)

# Applying for an IFT Grant?

## **DO:**

- Read the grant guideline information and review the strength-based matrix.
- Share your proposal with your local/affiliate president.
- Submit practical, action-oriented proposals that are strength-based and directly benefit students.
- Include a timeline that explains what will be done, by whom, and how you will assess your progress.
- Include a table or chart of your proposed budget.
- Send the completed signature page.
- Complete your application by the deadline.

## **DON'T:**

- Skip anything in the application.
- Send additional supporting materials.
- Submit requests for major equipment purchases – apply to your district or other funder for equipment. “Equipment” includes any permanently placed items (e.g., computer hardware) that are not specific or critical to the intended outcomes of the project.
- Submit requests for salary replacement for activities that fall within your current job responsibilities. For compensation of activities outside regular job responsibilities, it is strongly recommended that requests be matched by the school district or other funder.
- Submit requests for personal educational scholarships or conference attendance.