

IFT Grant Information



CTA Institute for Teaching Grants are intended for CTA members and Associations to support strength-based, teacher-driven reform for students and public schools. Grants will be awarded in amounts up to \$20,000. Project implementation will be in the 2016-17 school year.

The IFT Grant cycle opens in January, 2016 and the deadline for your application is April 30, 2016. The grant application information is available online at www.teacherdrivenchange.org. The application must include a signature page, as well as a Timeline and Proposed Budget. **Your application must be submitted by April 30, 2016.**

Application review occurs in May 2016, with announcements and public recognition of the awards in June 2016. 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 will 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

Follow these steps to complete the CTA IFT grant application.

STEP 1: Alert your Association 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: Review the sample grant application, strength-based matrix and strength-based primer located on the IFT website, www.teacherdrivenchange.org, under the grants tab. Note any questions you have about the application process, and either call or email 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. 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 downloaded 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 and print a copy of the application and the 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: dgale@cta.org

The deadline for your application is **April 30, 2016**.

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: dgale@cta.org

Applying for an IFT Grant?

DO:

- Read the grant guideline information and review the strength-based matrix.
- Check the IFT website: www.teacherdrivenchange.org for information on previously awarded grant projects.
- Share your proposal with your Association 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.
- Submit your application online by the deadline.
- Send the completed signature page to the IFT office.

DON'T:

- Skip anything in the application.
- Send additional supporting materials.
- 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.