



# IFT GRANT INFORMATION

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 able 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 grant proposal serious consideration.

Another question to consider: 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**

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.
- **STEP 2:** Review the sample grant application, strength-based matrix and strength-based primer located on the IFT website, 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](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 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:** 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.

***The grant application process is open to individual CTA members, small teams of educators and affiliated local associations.***

***Applications can be submitted from***

***January 1, 2018 through April 30, 2018.***

***The awards will be announced in June 2018.***

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