

# Four things CTA members should know about applying for an IFT Grant

The IFT Website for more information: [www.teacherdrivenchange.org](http://www.teacherdrivenchange.org)



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Since 2010, the CTA Institute for Teaching has been utilizing a portion of CTA members' \$20 voluntary dues contributions to fund strength-based teacher driven projects at schools all over California. To date, CTA members have funded 262 grant projects totaling more than \$2.9 million. All CTA members are eligible to apply for an Educator grant (up to \$5,000) or an Impact grant (up to \$20,000).

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This is a competitive grant program and grants are evaluated by the IFT Grant Selection Committee, made up of five educators from around the state and an IFT staff consultant. These educators represent various grade levels and are experienced in the strength-based approach. In the first eight years of the program, IFT received nearly 650 grant applications. The 262 funded grants represent an acceptance rate of more than 40%.

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A link to the grant application and tons of supporting information is available under the Grant tab on the IFT website. The grant application period opens on January 1<sup>st</sup>. Applications are due no later than April 30<sup>th</sup>. The Grant Selection Committee meets in May. They use the seven-factor IFT Strength-based Matrix as the lens to evaluate the grant proposals.

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The Committee's recommendations will be presented to the IFT Board of Directors in June for formal approval. Grant checks are mailed in late July/early August for use in the upcoming school year. As part of the application process, local Association Presidents are asked to sign off indicating their willingness to have the local Association serve as a fiscal agent on behalf of the grant recipient. This increases accountability and insures that the individual member incurs no tax liability.



# 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**

**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.

***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).