

Teacher Grant Information Sheet

IPEI's Teacher Grants program provides grants up to \$1,500.00 to ICSD teachers interested in implementing an innovative educational project that directly enhances student learning and/or support student achievement. Proposals designed in collaboration with at least one community partner will be considered. Any proposal will be considered provided that the described project cannot be funded through existing avenues of ICSD support.

Any ICSD teacher, or group of teachers, can apply for a grant. Proposals are reviewed on a competitive basis by a committee of community members and ICSD representatives using an established set of review criteria listed in the "Common Questions and Answer" section below. Notification of all awards will be made within 8 weeks from the November 2 and January 18 submission deadlines.

A grant project is not considered completed until the final grant summary report form has been submitted. All summary reports are due by June 30. Projects cannot be carried over beyond June 30 without advance permission.

COMMON QUESTIONS AND ANSWERS

Q. What criteria are used to evaluate the grant requests?

- A. Is it innovative?** To what extent does the project contain innovative approaches to learning and to preparing students for a more dynamic world? To what extent is the project designed to pilot new techniques creating substantive change in approaches to learning and education?
- B. Does it have a long-term benefit/impact?** Who and how many will benefit from the project? If the project is individual classroom based, to what extent would the project serve as a model (i.e., can the project be replicated and/or expanded upon) for others in the future? How will students and others be informed about the project and how will the results be communicated upon completion?
- C. Have you clearly articulated the role of the community partner?** What organizations, groups and individuals were consulted in the design of the project? How will each project "partner" be involved? Each partner will derive what benefits? Make sure and articulate carefully what this particular partner brings to this project and why they were chosen. If the community partner is an individual, please include a brief CV or explain why this person is uniquely qualified to be a community partner – for example, "he/she is a skilled weaver" or "he/she is a native language speaker with extensive travel background in the target country. If the community partner is an organization, please provide a brief description of its activities or scope and its past experience with the proposed project focus.
- D. Are the goals/outcomes clearly stated?** Are the goals and anticipated products or outcomes of the project clearly delineated? What is the timetable for completion? How will the project be evaluated upon completion? What is the project potential for success? Is this project sustainable without funding?
- E. Volunteer role?** Do you use volunteer resources to leverage support for this project?
- F. Student Engagement?** How will students be actively involved in this grant?

Q. What happens if several teachers from one school submit proposals? Will my chances of receiving a grant be diminished?

A. There is no limit on the number of proposals that may be submitted by teachers from any one school. However, in order that IPEI may have the broadest impact with limited dollars available, the teachers who have submitted proposals within individual schools may be asked to prioritize proposals when multiple requests have been submitted.

Q. Who will be reviewing the proposals and making the decisions?

A. The Grant Review Committee will include IPEI Board members, community volunteers, IPEI supporters, and representatives of the ICSD administration and the Ithaca Teachers Association.

Q. What does it mean if all or part of a grant is BOCES Aidable?

A. Funding for Projects that qualify for BOCES Aid will be dispersed through BOCES. Funding for other Teacher Grants will be dispersed through ICSD. There will be a new streamlined online process this year.

Q. Who is a Teacher Coordinator?

A. The **teacher coordinator** is expected to act as project spokesperson, be responsible for the accounting of funds spent, assure that a final report on the results of the project is submitted, and serve as the contact person for the Grant Review Committee.

Q. Who is a Community Partner?

A. Identification of a **community partner** with whom the project will be carried out is a critical component of the community involvement in this grant program. For example, a music and arts project might include representatives from several area performing arts organizations; similarly, a science project might involve a professor from Cornell and/or someone in local industry as a community partner. The community partner(s) **MUST** be identified prior to the grant deadline and contact information included. If the community partner is an individual, please include a brief CV or explain why this person is uniquely qualified to be a community partner—for example, “he is a skilled weaver” or “she is a native language speaker with extensive travel background in the target country.” If the community partner is an organization, please provide a brief description of its activities or scope.

Q. What should be included in the project description?

- Goals of the project – what you hope to accomplish
- Description of specific activities
- Role and benefits to be derived by the community partner(s)
- Evaluation of outcomes
- Sustainability plans

Q. When are we notified of the awards?

A. Applicants will be notified of grant awards by **December 6 and February 22**. Official paperwork will be sent by December 20 and March 8. At that time, successful applicants will be asked to sign a Letter of Agreement outlining grant acceptance requirements and procedures for the accounting of all funds.

Q. What supply items can we request?

If you are requesting funds for items such as books, travel for field trips, software or lab supplies, it is important to distinguish how these items augment rather than replace support that may be provided

through the school district. *IPEI funds project-related materials, but basic material requests should be submitted to the district through Department Chairs or building Principals.*

Q. What are additional contributions?

- A. Describe in detail all the sources of support for your project, including in-kind and/or additional funds secured to cover the expenses of your project. In-kind is defined as goods, commodities, or services provided instead of money. These resources should be secured before IPEI disperses grant funds.

Q. What items/assistance are generally supported?

- A. Necessary supplies and materials
Equipment, if it is needed for the completion of a larger project and not the sole basis of your request
Fees/Honoraria for outside consultants providing technical assistance
Transportation costs
Use of voluntary resources

Q. What items/assistance are generally not supported?

- A. Items such as food, prizes, etc.
Equipment such as VCRs, TVs, computers, etc., that are typically available through the school district
Payments to other ICSD teachers
Funding for overnight field trips
After school clubs
Summer projects
Extension of an approved grant that is not completed, into the following year
More than 3 years of funding
Acquisitions or activities that are normally funded by the school district

Q. Where can I get help?

- A. Direct all your grant questions to TeacherGrants@IPEI.org and put “teacher grant” in the subject line - a grant review committee member will in touch. For example, If you do not have a relationship with, or cannot find the “right” community partner for your project, identify the type of partner you would like to work with and members of IPEI will try to help link you with an appropriate community partner.

Q. What are Treman Grants?

- A. These are teacher grants that epitomize excellence in grant writing and exemplify innovative projects of high quality that are specially recognized by IPEI as outstanding.