



# TEACHER-DRIVEN CHANGE, STRENGTH BASED GRANT APPLICATIONS

## DO'S AND DON'TS FUNDING GUIDELINES

### Do

- Be an active member of CTA to qualify for IFT Grant funds. An individual can apply for an Educator Grant up to \$5,000. A team of two or more can apply for an Impact Grant up to \$20,000.
- Maintain your CTA active maintenance dues status throughout the duration of the IFT Grant Implementation period.
- **Have a team of at least two CTA members to apply for an IFT Impact Grant.**
- Review the sample grant application, strength-based matrix, and strength-based primer on our [IFT webpage](#).
- Determine if your proposal will create and build a new program or if it will expand and grow an existing program without employment of staff.
- Determine how your proposal will address the needs of diverse learners and how it will improve student learning.
- Use the Strength-Based Matrix as a framework for developing your IFT Grant proposal. Make sure your IFT Grant proposal addresses all seven Strength-Based Matrix factors.
- Upload your Timeline and Budget in a PDF, Excel or Word format.
- Remember to include any additional funds or in-kind contributions that you anticipate receiving to fund your project.
- Alert your Local Association President that you intend to apply for an IFT Grant. Their signature will be necessary to complete the application.

### Don't

- Not intended to purchase classroom sets of computer hardware or classroom equipment.
- Not intended to supplant computers, technology, or school equipment that the district should be responsible for providing.
- Not designed to be a sustainable, long-term funding source.
- Should not be used to hire external professional development providers or to implement district required professional development.
- Should not be used to fund the employment of staff to start or expand a new or existing program or center.
- Should not be used for conferences or travel expenses related to conferences.
- No more than 1/3 of your IFT grant budget should be allocated to cover personnel costs. This includes release time for subs, stipends for planning and project collaboration.
- Don't wait until the very last minute on March 31, 2022 to submit your IFT Grant Proposal. You may run into some unexpected technology issues or need assistance with submitting your proposal.
- **Don't forget to submit your completed online IFT Grant proposal before midnight on March 31, 2022. Our next available IFT grant application period begins on December 1, 2021 through March 31, 2022.**