



CTA | INSTITUTE FOR TEACHING

IFT Grant Applicant Checklist

Application Timeline: December 1, 2023 – March 31, 2024

Awarded IFT Grants will be implemented during the 2024-2025 school year.

- ☐ Please make sure to have a conversation with your local association president about your interest in applying for an IFT grant. You will need your president's email address for the grant application. After completing your application, IFT will send your president a Fiscal Agent Agreement. Once signed, your IFT application is considered complete.
- ☐ We encourage you to have a conversation with your site administrator about your grant project.
- ☐ Before you begin to complete your online application, please make sure to read the following resource documents:
 - IFT Grant Applicant Checklist
 - IFT Dos and Don'ts and Funding Guidelines
 - IFT Grant Application Eligibility FAQ
 - IFT Strength-Based Equity Matrix
- ☐ Applicants must complete our online IFT grant application. Paper applications will not be accepted.
- ☐ Have your grant budget and timeline ready to upload before starting the application.
- ☐ You will need your CTA Member ID# for the application. You can obtain your CTA Member ID# from your Digital Membership card or contact membership@cta.org.