



# CTA | INSTITUTE FOR TEACHING

## IFT Dos and Don'ts and Funding Guidelines

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

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



### Available Grants

**Educator Grant – up to \$5,000 (Single Educator)**

**Impact Grant – up to \$20,000 (Team of 2 or more Educators)**

#### Do

- Verify your CTA membership. You must be an active CTA member to apply for an IFT grant.
- Maintain your CTA membership throughout the grant implementation period.
- Identify a team of at least two members to apply for an Impact grant. The Project Coordinator can be a part of the team of two. All team members must be CTA members.
- Review the sample grant application and Strength-Based Equity Matrix in our IFT Grant Program Guide.
- Use the Strength-Based Equity Matrix as a framework for developing your IFT grant proposal. Make sure your proposal addresses all seven Strength-Based Equity Matrix factors.
- Determine how your proposal will address the needs of diverse learners and improve student learning.
- Upload your budget and timeline 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.
- Limit stipends to up to \$1,000 per team member and disburse no more than \$500 per team member each calendar year of the grant implementation.
- Inform your local association president that you intend to apply for an IFT grant. Their signature will be necessary to complete the application.

#### Don't

- Do not design a project that requires sustainable, long-term funding sources.
- Do not include the purchase of gift cards, classroom sets of equipment, classroom furniture, appliances, or permanent infrastructure.
- Do not include items that supplant computers, technology, school equipment, or services a district should provide.
- Do not include the hiring of external professional development providers or the implementation of district required professional development.
- Do not include funding to employ staff or to start/expand a new or existing program or center.
- Do not include funding for conferences or travel expenses related to conferences.
- Do not allocate more than 1/3 of your budget to cover personnel costs. This includes release time for substitutes and stipends for planning and project collaboration. (See the Dos column for information related to stipends.)
- Do not request funding for personal educational scholarships.
- Do not request retroactive funding (funding for items you have already purchased).
- Do not wait until the very last minute to submit your IFT grant application. You may run into some unexpected technology issues or need assistance with submitting your application.

**Revised: 10/27/2023**