



## IFT Dos and Don'ts and Funding Guidelines

**Application Timeline: December 1, 2024 – March 31, 2025**

**Awarded IFT Grants will be implemented during the 2025-2026 school year.**

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"><li>• Verify your CTA membership. You must be an active CTA member to apply for an IFT grant.</li><li>• Maintain your CTA membership throughout the grant implementation period.</li><li>• 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. We strongly recommend teams of 3.</li><li>• Review the sample grant application and Strength-Based Equity Matrix in our IFT Grant Program Guide.</li><li>• Use the <a href="#">Strength-Based Equity Matrix</a> as a framework for developing your IFT grant proposal. Make sure your proposal addresses all seven Strength-Based Equity Matrix factors.</li><li>• Determine how your proposal will address the needs of diverse learners and improve student learning.</li><li>• Upload your budget and timeline in a PDF, Excel, or Word format.</li><li>• Remember to include any additional funds or in-kind contributions that you anticipate receiving to fund your project.</li><li>• 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.</li><li>• Inform your local association president that you intend to apply for an IFT grant. Their signature will be necessary to complete the application.</li></ul>	<ul style="list-style-type: none"><li>• Do not design a project that requires sustainable, long-term funding sources.</li><li>• Do not include the purchase of gift cards, classroom sets of equipment, classroom furniture, appliances, or permanent infrastructure.</li><li>• Do not include items that supplant computers, technology, school equipment, or services a district should provide.</li><li>• Do not include the hiring of external professional development providers or the implementation of district required professional development.</li><li>• Do not include funding to employ staff or to start/expand a new or existing program or center.</li><li>• Do not include funding for conferences or travel expenses related to conferences.</li><li>• 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.)</li><li>• Do not request funding for personal educational scholarships.</li><li>• Do not request retroactive funding (funding for items you have already purchased).</li><li>• 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.</li></ul> <p><b>Revised: 11/18/2024</b></p>