THE TEACHER FUND

FALL 2017 GRANT APPLICATION: INSTRUCTIONS

**PLEASE NOTE:
THE APPLICATION WINDOW FOR OUR FALL 2017 GRANT IS
AUGUST 20 TO SEPTEMBER 20.**

Prior to starting the online application, we recommend:

1. You complete the employment verification form. Please download this from our website. *It must be signed by your principal.*

2. In 300-500 words, explain your philosophical approach to education and how the grant will enhance the learning environment in your classroom. Remember to focus on the entire classroom and on enduring impact; we generally do not fund single events. For more information regarding structure and content, please read our FAQs, starting on page 3 of this document.
    • You will be able to copy and paste this essay into the online application.
    • Please note, nothing beyond 500 words will be reviewed.

3. You read our Privacy Policy & Terms of Service.

Online Application Instructions:

1. Click "apply" on our website's grant page; this will open our application page.

2. Do you have your form ready? Have you prepared your essay response?

3. Click "start." This will open the application in a new window.
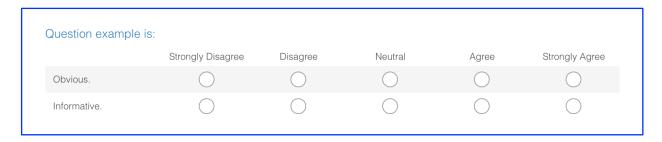   **PLEASE DO NOT EXIT THIS WINDOW OR YOUR BROWSER.
    You will not be able to stop and save your place.
    You will not be able to take the application more than once.**

4. Select "Yes" to verify you are over the age of 18 and a certified, full time employee of the NCMC Public School District.

5. Select "Yes" to verify you have read our Privacy Policy and Terms of Service. This also verifies you consent to submitting your Personal Information and answering every question.

6. **Please note:** the application will not allow you to move forward without answering *every* query or question.

7. Please enter your personal information and your school's contact information. This includes your name, gender, email address, and contact number; as well as, your school's name, your principal's name, address, and contact number.

8. Upload your signed employment verification form. The application will accept the following file types: PDF, DOC, & DOCX; however, **we prefer PDF.**

INSTRUCTIONS, CONT.

Please note:
• All questions presented in the application will have an answer column with a five-answer rating scale from "Strongly Disagree" to "Strongly Agree"
• Questions will be asked in the following formats: groups of 5, groups of 4, and full sentences.
• Example:

Question example is:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Obvious.	○	○	○	○	○
Informative.	○	○	○	○	○

Part I
9.   Answer 20 questions; these are divided into 5 groups of 4.

Part II
10.   Copy and paste your essay into the response box.

Part III
11.   Answer 10 questions; these are divided into 2 groups of 5.

12.   Answer 14 questions; these are full sentences.

13.   Click "Submit" and that's it, you're done!

Thank you for your submission.
We look forward to reviewing your application!

Q. What if I close the survey accidentally or some other incident occurs and I am unable to finish my application?

In the case of an application error or emergency, please contact us through our website, with the subject line: "*Application ERROR*." Please give as many details as possible. We will respond within two business days.

Q. How do I know if my school is in the North Carolina Moore County District?

For information regarding the NCMC School District, please visit their website, ncmcs.org or here, ncmcs.org/Page/7413.

NCMC Public Schools in alphabetical order:
Aberdeen Elementary, Aberdeen Primary, Cameron Elementary, Carthage Elementary, Crain's Creek Middle, Elise Middle, Highfalls Elementary, New Century Middle, North Moore High, Pinecrest High, Pinehurst Elementary, Robbins Elementary, Sandhills Farm Life Elementary, Southern Middle, Southern Pines Elementary, Southern Pines Primary, Union Pines High, Vass-Lakeview Elementary, Westmoore Elementary, West End Elementary, West Pine Elementary, and West Pine Middle.

If you are a teacher or employee of a public school outside of the NCMC district or a private school interested in our grant service, please contact us through our website, with the subject line: "*Grant Expansion*."

Q. How should I structure the written essay in Part II of the application?

We recommend structuring your essay to answer the following questions:
1] What is your philosophical approach to education?
2] How will the grant enhance the learning environment in your classroom?
3] What is your desired outcome?
For more information regarding content, please review our purpose and the rest of the FAQs.

Q. Why do I need to answer Part III of the application?

Part III of the application is 24 questions; view these as a survey. They help us understand the needs and requirements of the teacher, while learning more about you.

If you are a grant recipient, we may ask you to re-answer these questions at the end of your semester. By repeating this part of the application, we can learn if your opinion has changed or remained the same, and how this impacts your students.

Q. What is your review process?

Eligible applications are reviewed by specialists in relevant fields. A committee comprised of professional experts and practicing / former teachers review applications and make their determinations at official meetings. We will score your application based on three areas of consideration: 50% to alignment with the Teacher Fund vision and focus, 25% to feasibility, and 25% to the probability of positive impact.

Q. Is there an average grant amount?
For Fall 2017, we will distribute 10 $500 grants.

Q. How is the grant distributed?
We distribute based on classroom needs. You can send us a list of items needed (i.e. a shopping cart from Amazon, Target, or another online shopping service), or the costs of company's service, etc. We will work to support what you need. **However, we do not directly distribute funds to any persons or to school accounts.**

Q. Can I apply my grant to the advancement of my career?
No. The purpose of all Teacher Fund grants is to support your empowerment of your classroom. The grant **cannot** be applied to any certifications, continued education, or any individual purposes of any kind.

Q. Can I apply my grant to a single event / activity for my classroom?
In very rare circumstances, yes, but we will need evidence the event has an *enduring positive impact* on all students. Our focus is the educational empowerment of the individual student as it pertains to the whole class. For example, while spending a day at the zoo is educational, it may or may not have a long-lasting impact on the group *as a whole*. A well-constructed repeatable activity has a higher chance of creating a positive learning environment for every student, and is therefore, more eligible for a Teacher Fund grant. -

Q. Can I use my grant to purchase a single item, tablet, etc. for my classroom?
In very rare circumstances, yes, but we will need evidence that the single item will be utilized by every student in the classroom and has an enduring positive impact. While we understand learning environments require various tools, we believe empowerment is not largely discovered through the internet or a tablet, etc.

Q. If I do not receive a Teacher Fund grant, can I reapply?
You may reapply as long as you still meet all criteria listed in the requirements.

Q. What is expected of me if I win a grant?
1] You must use all the proceeds and/or items purchased for the benefit of your classroom and your students, not for self-serving purposes, otherwise you may be liable to penalty.
2] At the end of the semester, we will ask for a brief summary explaining how you used the grant in your classroom and how successfully you achieved your desired outcome (as defined in your application essay).
3] We may ask you to repeat Part III of the application, additional questions, to review the application process, or any other follow-up required by law.

If you haven't found an answer to your question, please contact us through our website.