

# THE TEACHER FUND

## GRANT APPLICATION: INSTRUCTIONS

### Prior to starting the online application, we recommend:

1. Review the application's start and end date on our website.
2. You complete the employment verification form. *It must be signed by your principal.* Please download this from our [website](#).
3. You review 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. 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.**
3. Select "Yes" to verify you are over the age of 18 and a certified, full time employee of any United States Public School.
4. Select "Yes" to verify you have read our Privacy Policy and Terms of Service. This verifies that you consent to submitting your personal information and to answering every question.
5. **Please note:** the application will not allow you to move forward without answering **every** query or question.
6. Please enter your personal information and your school's contact information. This includes your name, gender, and email address; as well as, your school's name, your principal's name, address, and contact number.
7. Upload your signed employment verification form. The application will accept the following file types: PDF, DOC, & DOCX; however, **we prefer PDF.**

#### **Please note:**

- The questions take approximately 10 to 15 minutes to answer.
- All questions presented in the application will have an answer column with a five-answer rating scale from "Strongly Disagree" to "Strongly Agree"
- Some questions are grouped together in sections of 4 or 5.
- The answer selection does not apply once per grouping, i.e. you can answer "Strongly Agree," "Disagree," etc. as many times as you please within these groupings.
- Example:

Question example is:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Obvious.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Informative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. PART I = Answer 20 questions; these are divided into 5 groups of 4.
10. PART II = 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 below on page 3.
  - You can copy and paste this essay into the online application.
  - Please note: anything beyond 500 words will not be reviewed as part of your submission.
11. PART III = (a) Answer 10 questions; these are divided into 2 groups of 5. And (b) answer 14 questions; these are full sentences.
13. Click "Submit!"

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

# THE TEACHER FUND

## Frequently Asked Questions

---

### **Q. WHAT IS THE TEACHER FUND?**

- A.** Founded in 2017, The Teacher Fund is a 501(c)(3) certified nonprofit focused on distributing small sum grants to K-12 teachers who display extraordinary talent empowering their students.

**Please note:**

**WE WILL NEVER ASK FOR A DIRECT DONATION.**

**WE WILL NEVER ASK FOR YOUR CREDIT CARD INFORMATION.**

### **Q. HOW DO I APPLY FOR A GRANT?**

- A.** Requirements & Instructions:

- Complete and upload an employment verification. Please download the form [here](#). The form must be signed by you and your principal.
- Verify you are over the age of 18 and employed full-time by any public school in the United States.
- Verify you have read The Teacher Fund's [Privacy Policy](#) / [Terms of Service](#) and consent to submitting your personal information.
- Provide your and your school's contact information.
- Answer 20 questions in Part I of the application.
- Answer the essay query in Part II. This essay is a minimum of 300 words, and anything beyond 500 words will not be reviewed as part of your application.
- Answer the questions in Part III; these questions will not be reviewed as part of the grant selection, instead they help us better understand the needs and requirements of the teacher.
- Apply using our application [here](#).
- **Once you start the application, please do not exit 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.** A member of The Teacher Fund team will be in touch if there is an issue with any component of the application.

### **Q. WHAT IF I AM UNABLE TO COMPLETE MY APPLICATION DUE TO ANY ERROR?**

- A.** In the case of an application related error or emergency, please contact us [here](#), with the subject line: "*Application ERROR*." Please give as many details as possible. We will respond within two business days.

### **Q. HOW SHOULD I STRUCTURE THE WRITTEN ESSAY IN PART II OF THE APPLICATION?**

- A.** We recommend structuring your essay to answer the following questions:

- (a) "What is your philosophical approach to education?"
- (b) "How will the grant enhance the learning environment in your classroom?"
- (c) "What will you specifically purchase?""\*
- (d) "What is your desired outcome?"
- (e) "How will you measure your success?"

\*Regarding (c), this can be a general summary; if you want to stock your classroom library, you do not need to list every book you wish to purchase.

### **Q. WHY DO I NEED TO ANSWER PART III OF THE APPLICATION?**

- A.** 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 24 questions at the end of the 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 IF I DO NOT ANSWER ONE OR MORE SECTIONS OF THE APPLICATION?**

**A.** Not answering any part of the application means the application will not be reviewed.

**Q. WHAT IS YOUR REVIEW PROCESS?**

**A.** 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?**

**A.** We currently distribute small sum grants equaling **\$500** or **\$1000** each.

**Q. WHAT ARE MY CHANCES OF WINNING A GRANT?**

**A.** To ensure we are not wasting teachers' valuable time, we accept grant applications until a specified date (announced [here](#)) or until we receive a specific number of applications, whichever comes first — we accept ten times the number of grants. If there are 5 grants, we will accept 50 applications; if there are 10, we'll accept 100, and so on.

**Q. HOW IS THE GRANT DISTRIBUTED?**

**A.** We distribute based on the classroom's needs. You can send us a list of items needed (a wish list / shopping cart from any online shopping service, the contact info for a local store, 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?**

**A.** **Not at this time.** The purpose of all Teacher Fund grants is to support your empowerment of your students. 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 OR ACTIVITY FOR MY CLASSROOM?**

**A.** 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?**

**A.** In very rare circumstances, yes, but we will need evidence 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 OR DO NOT RECEIVE A TEACHER FUND GRANT, CAN I REAPPLY?**

**A.** You are eligible to reapply for The Teacher Fund grant as long as you still meet all criteria listed in the requirements. You can only apply once per application cycle.

**Q. WHEN ARE GRANTS OPEN FOR APPLICATIONS"?**

**A.** ***Our annual grant application is open from May 1st to August 1st of each year.*** Sometimes throughout the year, we will have additional grants open. For grant-related updates, please subscribe [here](#).

**Q. WHEN ARE GRANT RECIPIENTS ANNOUNCED?**

**A.** We generally announce grant recipients within one or two months of the application closing date. If

you are an applicant, someone from The Teacher Fund staff will reach out during the reviewing process to give you updates.

**Q. WHAT IS EXPECTED OF ME IF I WIN A GRANT?**

- A. (1) You must use all proceeds and/or items purchased for the benefit of your classroom and your students, not for individual purposes**, otherwise you may be liable to penalty.
- (2) At the end of the semester and/or school year, 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 [here](#) or at [hello@theteacherfund.org](mailto:hello@theteacherfund.org).**

**Thanks for being a teacher!**