



## Online Application: Technical Guidelines

### Contents

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<b>SECTION</b>	<b>Page(s)</b>
▪ How to Apply.....	2-3
▪ Applying as an Individual.....	4
▪ Applying as a Team.....	4
▪ The Cover Sheet.....	5
▪ Entering Your Proposal.....	6
▪ Completing the Itemized Budget.....	7
▪ Submitting Your Application.....	8
▪ Accessing your Application.....	9
▪ Frequently Asked Questions.....	10

**Application Deadline: Thursday, January 31, 2008, 5:00 pm CST**

## How to Apply

1. Visit: [www.fundforteachers.org](http://www.fundforteachers.org)
2. Click on **Apply**.
3. Select your state from the map.



4. Select the program that best applies to you by clicking: “View Application Guidelines for XX Program”.
5. In order to register and apply for a Fund for Teachers grant you must read the Application Guidelines. The Guidelines are designed to assist you in developing your proposal and educating you on the application process.
6. After you have read and understand the Application Guidelines, you must register with our site. Register by clicking **REGISTER NOW** on the last page of the Guidelines.
7. Register using your most current email address and create a password that contains 4-6 characters. (If you applied online in either 2006 or 2007, you may use the same email address, but create a new password.)

8. After successfully registering you will be directed to a login page. Login using your new email address and password combination. You will receive an email confirming your registration. If you do not receive this email, check your spam/junk mail. Make sure to add our address to your safe list.

9. After registration you will be asked whether you are applying as a team or as an individual.

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1. **Are you part of a team application?**  
 Yes, I am a part of a Team  
 No, I am submitting an Individual Application (skip steps 2 and 3)

2. **Are you the Team Leader creating a new application or are you a Team Member adding your application to the Team?**  
 I am the Team Lead creating a new Team Lead Application.  
 I am a Team Member creating my Team Individual Application.

3. **Enter the new Team Code Name or the existing Team Code Name. (If you are starting a new team, you will be the Team Leader.)**  
 \_\_\_\_\_

**Note:** The Team Code Name should not include any identifying information including your name, the name of the school or school district.

10. All applicants may only apply once. Applicants may **not** apply for both individual and team grant monies.
11. If you decide during the application process to change your status from team to individual or vice versa, please contact our national office immediately at 1-800-681-2667 or [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org).

### Things to Consider before proceeding with the application:

- Prepare your proposal in a word processor. Do not include any formatting in your document. The application will strip your document of any formatting including: bold, italics, underlining, bullets, and tabs.
- Proofread your proposal. The online application does not have a spell check function.
- Have all of your contact information ready. This includes your personal and school addresses, phone numbers, fax numbers and principal email address.

## **Applying as an Individual**

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1. If you are applying as an individual, please select the second option from question one: "I am submitting an Individual Application".

Skip ahead to page 5 for information for completing your Cover Sheet and entering in your proposal.

## **Applying as a Team**

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Before you begin, your entire team must be aware of the following procedures:

Each team must elect a team lead and create a team name. Do not use identifying information as your team name. The team lead must initiate the online application process. Setup will include registering the team name and entering in the proposal and budget. The team lead will be the only team member responsible for entering in the team's proposal and budget.

**NOTE:** Each team member will be responsible for creating their own account and completing a Cover Sheet. A team application is not complete until all members of the team have registered, completed a Cover Sheet and submitted their portion of the application.

If you are the Team Lead:

1. For question one select: "Yes, I am part of a team."
2. For question two select: "I am the team lead, creating a new team lead application."
3. For question three, enter your team name. Remember that your team name must not contain any identifying information such as last names, school names or school districts.
4. Make sure your team members are aware of the exact spelling of your team name.

If you are a Team Member:

1. For question one select: "Yes, I am part of a team."
2. For question two select: "I am a team member, creating my team member application."
3. For question three, enter your team name. Be sure to use the exact spelling that your team lead utilized in the initial registration.

*Note: Team members will not be able to register until the team lead has begun the application process.*

## The Cover Sheet

The Cover Sheet contains the following fields:

- Salutation
- Work Title
- Primary Phone
- Alternate Email
- School Classification
- School Phone
- Principal Email
- Current Grade Level
- Budget (Whole number, NO decimals)
- First and Last Name
- Number of Years Teaching
- Alternate Phone
- School Name
- School District
- School Fax
- Current Teaching Assignment
- Subject Area of Activity
- Preferred Name
- Home Address
- Email Address
- School Type
- School Address
- Principal Name
- Fellowship Type
- Brief Description

You will have 30 minutes to enter in your information. After 25 minutes have elapsed you will be given a reminder to save your work. If you do not save your work, you will have to re-enter the information at your next login.

All fields marked with a red asterisk must be completed. None of the information provided in your Cover Sheet will be used during the selection process.

The Cover Sheet must be printed, signed and mailed to the address provided. It must be postmarked by Thursday, January 31, 2008.

**FUND FOR TEACHERS**

**Individual: Cover Sheet**

Time remaining before save is required: 00:28:34

Salutation:  Mr.  Mrs.  Ms.  Dr.

Legal Name: Last\* \_\_\_\_\_ First\* \_\_\_\_\_ MI \_\_\_\_\_

Preferred Name of Applicant: \_\_\_\_\_

Work Title\*: \_\_\_\_\_ No. of Years Teaching\*: \_\_\_\_\_ (11 years maximum required)

Home Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Primary Phone\*: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: stapan00a@yahoo.com Alternate Email: \_\_\_\_\_

School Name\*: \_\_\_\_\_

School Type\*: \_\_\_\_\_

School Classification\*: \_\_\_\_\_ if other, enter classification here: \_\_\_\_\_

School District\*: \_\_\_\_\_

School Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

School Phone\*: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal Name\*: \_\_\_\_\_

Principal E-mail\*: \_\_\_\_\_

Current Teaching Assignments\*:  Speech  Theatre  Art

Current Grade Level\*:  Pre-K – 5th Grade  6th – 8th Grade  9-12th Grade

(select all that apply) (select all that apply)

Subject Area of Project Activity\*: \_\_\_\_\_

Fellowship Type\*:  Coursework  Festival  School Site Research

Brief Description of Proposed Summer Fellowship\*: \_\_\_\_\_ (must not exceed 250 characters)

Total Budget Requested from FFT (max \$5,000) \$ 0

I've previously been awarded a Fund for Teachers grant:  Yes  No

If yes, which year: \_\_\_\_\_

**Survey Questions**

To better understand our applicant pool, please respond to the following selections. Personal information provided below is in no way used during the selection process.

Age\*: \_\_\_\_\_

Ethnicity\*: \_\_\_\_\_

Home Language\*: \_\_\_\_\_

Other Languages Spoken\*:  English  Spanish  French  Chinese

Marital Status\*:  Married  Single

Number of Dependents\*: \_\_\_\_\_

Number of trips taken in the last 3 years: \_\_\_\_\_

International\*:  Domestic\*:

Do you have a passport?:  Yes  No

How did you find out about us?: \_\_\_\_\_

Highest Level of Education\*: \_\_\_\_\_

Degree In\*:  Business  Education  English

(select all that apply)

Have you ever applied for a Fund for Teachers grant?:  Yes  No

## Entering your Proposal

Is the deadline approaching and you are concerned about obtaining your principal's signature in time? You can print your Cover Sheet before you submit your application by clicking the "Print Cover Sheet" link at the top of the proposal page.

Fund for Teachers strongly suggests that you complete your proposal in a word processor before completing these sections of the application.

1. There is an 18,000 character limit (approx. 4 pages) for the proposal. This includes spaces and punctuation.
2. Each section of the proposal will be entered into text boxes, like these:

**Project Description:** Describe and outline in detail your proposed fellowship. What key activities will you pursue, and why are they important? What is the time frame for achieving the goals outlined in the rationale and purpose? \*

Save

3. Click "Save" beneath each text box to save each section as you work. All work will be lost if you do not save before you logout.
4. Each text box must contain a response. Applications missing whole sections will be deemed incomplete and held back from scoring.
5. After you have completed the proposal click the "Save and Continue" button at the bottom of the page.
6. If you need to leave your work for later, click the "Save and Continue Later" button.

Things to consider before you continue:

- Have you spell checked your proposal?
- Are you within the 18,000 character limit? A counter appears at the bottom of the page for your reference. Using a word processor can aid you in determining your proposal length.
- Have you completed each section?
- If you need to stop and continue your application later, make sure you save each section of the proposal.

## **Completing the Itemized Budget**

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The Itemized Budget is a line item breakout of your expenses by category.

Your Itemized Budget must total the initial amount you requested on your Cover Sheet. (Whole numbers, NO decimals.)

The following fields appear on the Itemized Budget:

**Destination City**

**Destination State/Province**

**Primary Destination Country**

**Transportation Type:** airplane, bus, motorcycle, personal car, rental car, RV, subway, train and other.

**Lodging Type:** Camping, hotel, hostel, private home and other.

**Participation Costs:** course/program tuition, registration costs, tour fees and other.

**Food Allowance Amount**

**Material Type:** books, consumable, film, reference materials, souvenirs and other.

**Equipment Fees Type:** cameras, computer hardware, laboratory equipment, tape recorders, video cameras and other.

**Other Fees**

Things to consider before you submit:

- Have you checked the information on your Cover Sheet?
- Have you proofread your proposal?
- Make sure your proposal (and team name) do not include any identifying information.
- If you are on a team, have you shared the proposal and budget with all members of your team?
- Once submitted, we can not un-submit your proposal.

Please see page 8 for information on submitting your proposal.

## **Submitting Your Application**

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Once you have completed the Cover Sheet, proposal and itemized budget you may submit your application.

Remember to spell check your proposal, have others review it for clarity and confirm your contact information. Fund for Teachers is unable to edit applications once they have been submitted. This includes making additions or corrections to your proposal.

### **Individual Submissions:**

On the Itemized Budget Page you are given the following options:

Preview Application Before Submitting

Save and SUBMIT Application

Save and Continue Later

Reset Form

To view your application (and print your Cover Sheet), click “Preview Application before Submitting”. To submit without printing click “Save and Submit Application”. If you would like to come back to your work later, click “Save and Continue Later”.

### **Team Submissions:**

Team members will only need to submit their Cover Sheets. At the bottom of the Cover Sheet, click “Save and Submit Application”.

Team Leads will submit the team’s application only after they have completed their own Cover Sheet, the proposal and the itemized budget. Following the guide above, click “Save and Submit Application”.

A team application is not complete until all members of the team have registered, completed a Cover Sheet and submitted their portion of the application.

Things to consider after you submit your application:

- Have you printed your Cover Sheet?
- If you are applying as a team, have all members submitted their portion?
- You will need to obtain your principal’s signature in order to submit your Cover Sheet. Give yourself ample time to obtain the signature, so that you don’t miss the postmark date, Thursday, January 31<sup>st</sup>, 2008.

## Accessing Your Application

To access your application at any time after registration, go to:

[www.fundforteachers.org/application](http://www.fundforteachers.org/application)

After login you will be taken to your application homepage:



Your Individual Application			
application date	name	e-mail	status
	Ascherl, Ms. Stephanie	steph00a@hotmail.com	incomplete

This may also read "Your Team Application"

### Application Status:

**Incomplete:** An application has been started but not submitted.

**Pending:** Applies only to team applications. Every team member has not submitted a portion of the application.

**Submitted:** Application has been submitted and received online by Fund for Teachers or its designated partner. Cover Sheet must be signed, mailed and received in order to complete your submission. Teams must submit Cover Sheets together.

**Pre-Submission** you will login here to edit your application and ultimately submit.

**Post Submission** you will be able to view and print your application from this point.

If you are a team lead, you will be able to see each team member's application status.

## **Frequently Asked Questions**

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- 1. What programs do I need to run the Fund for Teachers Online Application?**  
The Fund for Teachers online application is optimized to run with the latest versions of Internet Explorer and Adobe Reader.
- 2. Will I receive “spam” or unwanted emails after registering?**  
No. Fund for Teachers does not sell or distribute your email address. Email addresses are only used internally at Fund for Teachers.
- 3. How are the survey questions used and will they affect my chances of receiving a grant?**  
The survey questions are used to obtain knowledge regarding our applicant pool. The survey questions are not linked to your proposal and will not be used in the selection process.
- 4. I did not receive any confirmation emails, what should I do?**  
If you did not receive any confirmation emails (upon registration or submission), check your spam or junk mail box. It may also be helpful to add our email address (info@fundforteachers.org) to your safe list. If you have the ability to do so, add the @fundforteachers.org extension to your safe list as well. This will ensure that all communication from our offices are received in a timely manner.
- 5. How long do I have before I need to save my work?**  
Each page has a 30 minute time limit. At the 25 minute mark you will be prompted to save your work.
- 6. Why doesn't my proposal look like it did in my word processor?**  
When pasted into the online application, your proposal will be stripped of any formatting. This includes, but is not limited to: bold, italics, underline, bullets, numbering and tab spacing.
- 7. How many pages is 18,000 characters?**  
18,000 characters is approximately 4 typed pages. Character count includes spaces and punctuation. In most word processors you are able to distinguish between word and character count. If your proposal reaches the 18,000 character count, you will not be permitted to add any other content.
- 8. I have already started an application, where can I access it?**  
If you have already registered and begun an application it can be accessed at [www.fundforteachers.org/application](http://www.fundforteachers.org/application).