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**Teacher Innovation Education Grants**

**Guidelines and Application Form**

***Purpose:***

Thanks to generous partners, Tooele Education Foundation is pleased to be able to offer a limited number of innovative education grants to teachers within the Tooele County School District. These grants are intended to support aspects of innovative teaching and learning. Grant applications should reflect creative teaching and how an approved grant will influence student learning and academic achievement.

***Eligibility:***

Teachers, grade level teams, or any school-wide faculty employed by Tooele County School District are eligible to apply. Those who have an idea worthy of consideration are encouraged to complete an application and forward it to TEF.

***Application Forms:***

Application forms are available from TEF and are located under the programs tab on the TEF website: [www.tooeleeducationfoundation.org](http://www.tooeleeducationfoundation.org). Before completing an application, please review all aspects of this granting process.

Applications will be accepted any time during the school year and funded on a first come, first serve basis until available grant funds are fully allocated. Requests are available for up to $500 per individual per year. Funding requests in excess of $500 are available one time per school per year. Typically, approved grants will be limited to a maximum of $1,500.

Completed applications can be returned to Tooele Education Foundation – Attention Keith Bird, 92 S. Lodestone Way, Tooele, Utah, 84074. Applications can also be submitted electronically to Kbird@tooeleschools.org.

***Notification of Awards:***

The grant review and approval process will be completed within three weeks of receiving applications. Awarded grants may vary in amount based on the nature of the proposal and the availability of funds. All applicants, whether approved for funding or not, will be contacted regarding the status of their proposal.

***Grants Restrictions:***

Grant funds are limited and restricted for innovative and creative teaching proposals only. As such, the following kinds of requests are **not** eligible for consideration:

* Personal educational expenses, tuition for classes, salaries and stipends.
* The purchase of food.
* Support for fundraisers.
* General school supplies.
* Books for libraries.

***Purchased Non-Consumable Materials are the Property of the School District:***

Non-consumable items purchased with grant funding become the property of Tooele County School District. If an educator transfers from one school to another within the district, the tangible items may go with the educator. However, the items should not be taken from the Tooele School District in the event an employee transfers outside of Tooele County School District.

***SPECIAL NOTE: Technology Equipment and Software:***

Requests for technology equipment normally provided through district technology and/or media funds are discouraged. If such equipment or software is requested, the proposal must adequately explain how the equipment or software is needed and how it will be used innovatively to enhance student learning.

**Proposals with technology requests will also be reviewed by the I.T. department** in order to determine that the proposal has the capacity to be adequately supported and maintained.

***Reporting Requirements:***

All who receive a Teacher Innovation Education Grant are required to prepare and submit a one-page report soon after the completion of the grant. The report should explain how funding was spent and what happened as a result of implementation. This will provide an opportunity for success stories and best practices to be shared with others in the profession. Please attach photos to your report as applicable.

**The reporting is a very important component of this grant. Failure to follow through with providing a quality report will disqualify any future grant proposals from said applicants.**

***Please provide the following information:***

**Name:** Click or tap here to enter text.

**School or building:** Click or tap here to enter text.**Grade level / subject / department:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.

**Description of innovative teaching/learning project:** Click or tap here to enter text.

**Amount requested:** Click or tap here to enter text.

**Date request is needed by:**Click or tap here to enter text.

**Other sponsors and contributing amounts:**Click or tap here to enter text.

**Anticipated number of people influenced:** Click or tap here to enter text.

**How will TEF be recognized as a sponsor?** Click or tap here to enter text.

**Remember that the quality of your report and the sharing of your project’s success is essential.**

**What date do you plan to submit your report and photos?** Click or tap here to enter text.

**To digitally sign, double click on the appropriate signature box below:**

Please return completed applications to the attention of Keith Bird – Tooele Education Foundation – 92 S. Lodestone Way, Tooele, Utah 84074. Applications can also be submitted electronically at Kbird@tooeleschools.org.

**It is important that your school principal is aware that you are submitting this TEF grant proposal. Please have him/her acknowledge your proposal by signing below or sending an email to TEF at** kbird@tooeleschools.org

