



## **Teacher Innovation Education Grants Guidelines and Application Form 2024-2025 School Year**

### **Purpose:**

Thanks to generous partners, Tooele Education Foundation (TEF) 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 under the grants tab on the TEF website at: [www.tooeleeducationfoundation.org](http://www.tooeleeducationfoundation.org). Before filling out an application, please review all aspects of the granting process.

Applications may be submitted any time during the school year and are funded on a first come, first served basis until all available grant funds are fully allocated. Requests are available for up to \$500 per individual, per school year. Funding requests over \$500 are available one time per school, per year. Approved grants will be limited to a maximum of \$1,000.

Completed applications can be sent to the Tooele Education Foundation, Attention: Keith Bird, 92 S. Lodestone Way, Tooele, Utah 84074 or [kbird@tooeleschools.org](mailto:kbird@tooeleschools.org).

**Notification of Awards:**

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

**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 money 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 if an employee transfers outside of Tooele County School District.

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

A request for technology equipment normally provided through district technology and/or media funds is discouraged. If equipment or software is requested, the proposal must adequately explain why the equipment or software is needed and how it will be used.

**Technology-related proposals will also need to be reviewed by the IT department to determine that the district/school can support the requested proposal.**

**Reporting Requirements:**

All who receive a grant must prepare and submit a one-page report soon after the grant's completion. The report should explain how funding was spent and what happened because of the grant. We want to celebrate your success and share it with others in the district. Please attach photos to your report if applicable.

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

**Please provide the following information:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School or building:** \_\_\_\_\_

**Grade level / subject / department:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of request or project:**

---

---

---

---

---

**Amount requested:** \_\_\_\_\_

**Date request is needed by:** \_\_\_\_\_

**Other sponsors and contributing amounts:** \_\_\_\_\_

**Anticipated number of people influenced:** \_\_\_\_\_

**How will TEF be recognized as a sponsor?** \_\_\_\_\_

---

**Please 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?** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed applications can be returned to Tooele Education Foundation: Attention of Keith Bird, 92 S. Lodestone Way, Tooele, Utah 84074 or [kbird@tooeleschools.org](mailto: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.**

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_