

2020

Teacher Creativity Fellowship

A program for personal renewal of Indiana educators



Lilly Endowment Inc.
A Private Philanthropic Foundation



100 GRANTS FOR UP TO \$12,000 EACH

REQUEST FOR PROPOSALS 2020

Lilly Endowment is pleased to announce the 33rd round of its Teacher Creativity Fellowship Program (TCFP). This program supports renewal projects of educators throughout Indiana by providing resources for them to take intentional time to pursue their dreams and passions, explore new areas of interest, and expand existing talents or develop new ones. We believe that through new experiences, exploration and reflection educators can discover renewed energy in their careers, innovative approaches to teaching and educational leadership, and thoughtful ways to encourage students' creative thinking. TCFP renewal projects are not intended to be vacations, rather they are meant to be intentional experiences that restore educators' enthusiasm for their profession and stimulate their creativity, which should in turn enhance the educational experiences of their students.

As many as 100 grants, each totaling up to \$12,000, will be awarded in 2020. Project proposals from both individual applicants and collaborative groups of two or more may be submitted. To be competitive, each proposal should:

- be intellectually revitalizing and personally renewing.
- seek to expand knowledge and expertise through projects that are of a different scale and character than the applicant might otherwise be able to pursue.
- provide substance, clarity and feasibility as well as the potential to cultivate meaningful renewal.
- demonstrate substantial thought and evidence of sufficient research to develop a realistic timeline and budget.

Although there are no specific requirements as to the length of time needed to complete a project, the Endowment has observed that it usually takes a minimum of four to six weeks to achieve the kind of renewal envisioned by TCFP. We emphasize the importance of spending sufficient time at the proposed destination(s) to accomplish a project's goals. Proposals for projects that do not require significant time must explain clearly how the plan will still result in renewal.

Eligibility

Full-time education professionals in the following areas in Indiana's public, private and parochial schools are eligible to apply:

- K-12 classroom teachers of all subjects
- Principals and assistant principals
- Librarians and media specialists
- School counselors
- School social workers

Additionally, each applicant must:

- hold a valid Indiana professional educator's license.
- have held one of the above positions since at least fall 2017 and be currently employed full time in an Indiana school.
- have daily face-to-face interaction with students located in an Indiana school.

NOTE: Each applicant must affirm his/her intention to teach in Indiana through school year 2020-21.

NOTE: Past TCFP recipients who continue to meet these requirements and who received their grant in 2012 or earlier, may also apply. Individuals may receive up to two (2) TCFP grants during their lifetime.

NOTE: Principals and assistant principals must include a signed and dated affirmation on letterhead from a member of their district leadership or governing board approving their participation in the proposed TCFP project. (This is in addition to the two (2) letters of recommendation discussed later in this RFP.)

NOTE: Certain relatives of the Endowment's officers, directors or founders are not eligible to receive TCFP grants. Applicants must disclose relationships to any of these individuals in their applications.

Key Dates

September 3, 2019: Application Submission Deadline

All applications must be completed and submitted online by 8 p.m. (EDT) on Tuesday, September 3, 2019.

February 28, 2020: Recipient Notification and Payment

The Endowment expects to notify 2020 TCFP recipients by mail by February 28, 2020. Contingent upon the Endowment's receipt of a signed Fellowship Agreement, payments to recipients are tentatively scheduled to be made in March 2020. The Endowment will award up to \$12,000 directly to each fellowship recipient and will issue an IRS income reporting Form 1099 Misc. or other appropriate IRS report, typically at the beginning of 2021.

May 31, 2021: Project Completion

Applicants must propose a timeline that permits them to complete renewal activities by May 31, 2021.

June 30, 2021: Reporting

Fellowship Agreements and reporting requirements (narrative and financial) will be sent to all grant recipients following the announcement of grant awards. Final reports from grant recipients, including financial information, are due by June 30, 2021.

How to Apply

All applications must be completed online and all required elements must be uploaded as a single PDF for submission with an Application Cover Form. Your PDF and Application Cover Form must be submitted at that same time. To help you prepare, a preview of the Application Cover Form can be found [here](#).

Application steps:

1. Preview and prepare information for the online Application Cover Form.
2. Prepare proposal according to the instructions on the following pages.
3. Obtain two (2) personal letters of recommendation.
4. Obtain a copy of your Indiana professional educator's license.
5. Create a single PDF that includes items 2-4 above.
6. Complete your online Application Cover Form, upload your PDF and submit your application.

NOTE: Principals and assistant principals must also include the affirmation of district leadership or governing board approval for their projects in their PDFs.

TIP: Show your passion for your proposed project and help us understand why it would provide meaningful renewal for you. Reviewers often refer favorably to the ability to hear an applicant's voice speaking through a proposal from the heart.

Application Instructions

1. Proposal

TIP: Successful proposals convey enthusiasm, imagination, creativity and evidence of “personal stretch.” They show evidence that applicants have devoted considerable thought to the types of renewal experiences they are seeking within the context of their project’s rationale and goals.

Proposals should include sufficient detail to demonstrate:

- knowledge about the nature and substance of the proposed project.
- ability to complete the project.
- project feasibility within the proposed timeline and budget.
- appropriate research regarding arrangements, locations, key contacts, etc.

Organize your proposal using the headings and in the order listed below. Please note that 12 pt. font and one-inch margins are required. Proposals must not exceed five (5) pages, including budget and timeline (but excluding letters of recommendation or affirmation).

Collaborative Proposals: Each team member must submit his/her own online Application Cover Form. It is important to indicate the number of members of the team and enter their names on each member’s form.

Each team member must submit his/her own supporting documents as a single PDF along with the Application Cover Form.

Collaborative proposals must not exceed ten (10) pages, including budget and timeline (but excluding letters of recommendation or affirmation). Each team member will submit the same proposal developed collectively by the team according to the instructions below.

Proposal Headings:

a. Name

What is your legal name as reported to the IRS?

Collaborative Proposals: Please also list each collaborative team member.

b. Project Title and 50-Word Summary

What is your project about?

c. Rationale

Why is this chosen experience important, compelling and meaningful?

d. Goals

What are your specific project goals?

e. Activities

What specific activities will you engage in to accomplish your goals? These activities should be well-planned and based on research about relevant opportunities, requirements and costs, and information and commitments, if necessary, offered from contacts with relevant individuals and organizations.

Collaborative Proposals: Activity variations for individual team members should be noted.

f. Creativity

How will this project broaden your horizons and provide opportunities for challenge, creativity and intellectual stimulation?

g. Vision for Renewal

How do you envision renewed energy, enthusiasm and creativity will result from your project? Do you envision that your renewal will impact your students? If so, please describe.

h. Timeline

Provide a detailed timeline of your schedule of renewal activities and any projected follow-up and school-based activities to be completed by May 31, 2021. The timeline should reflect a series of activities over a substantial period of time that are clearly focused and tightly connected to the project's goals. If your project includes travel, it is important that sufficient time is spent at the proposed destination(s) to accomplish your goals.

Collaborative Proposals: Timeline variations for individual team members should be noted.

TIP: Projects with most of the schedule devoted to implementation activities generally are stronger than those that devote larger blocks of time to planning or documentation.

i. Budget

What costs will you have? Each grant will be made for up to \$12,000. Your detailed, itemized budget should include your out-of-pocket expenses, such as transportation, food, lodging, fees, supplies, taxes, etc. A reasonable living stipend (compensation for your time in conducting the proposed project) is an allowable expense, which will be considered within the context, timeframe and goals of the proposed project. In most cases, this grant will be subject to federal income tax, therefore, applicants are encouraged to include a line item to cover tax liability as needed.

Collaborative Proposals: Each team member's individual request should not exceed \$12,000. Variation in expenses among team members should be noted.

2. Letters of Recommendation

We require two (2) letters of recommendation from recognized authorities or otherwise qualified persons who can address your ability to complete the proposed project.

TIP: Letters are given serious consideration and are viewed most favorably when they reflect firsthand knowledge of the applicant and the proposed project.

Please note the following:

- Letters must be on letterhead, dated, and include the author's title or position, contact information and handwritten signature.
- At least one letter of support must be written by a colleague within the applicant's school or district.
- The Endowment will not review more than two (2) recommendation letters per applicant (affirmation letters for principals or assistant principals are separate).

Collaborative Proposals: Each team member must submit letters written specifically for him/her. Collaborative team members may not write letters of recommendation for each other.

3. Indiana License

K-12 teachers, principals, assistant principals, librarians, media specialists, school counselors and school social workers must submit a valid Indiana professional educator's license.

Application Checklist

The Application Cover Form must be completed online with required documents according to the instructions above and uploaded in a single PDF. Each applicant must complete his/her own Application Cover Form online and submit the following documents.

- Application Cover Form
- Proposal
 - Individual applications:** Five (5)-page limit, including budget and timeline (but excluding letters of recommendation or affirmation), 12 pt. font and 1-inch margins
 - Collaborative applications:** Ten (10)-page limit, including budget and timeline (but excluding letters of recommendation or affirmation), 12 pt. font and 1-inch margins
- Indiana professional educator's license valid through at least the beginning of 2019-2020 school year
- Two (2) letters of recommendation
- Principals and assistant principals:** signed and dated affirmation on letterhead from a member of their district leadership or governing board approving their participation in the proposed TCFP project

The deadline for submitting applications is 8 p.m. (EDT) on Tuesday, September 3, 2019.

Want to learn about successful TCFP projects?

Review our news release about 2019 fellowship recipients and their projects at lillyendowment.org.

Have questions about TCFP?

Any questions about this program can be emailed to teachercreativity@lei.org.