

2019

# Teacher Creativity Fellowship

A program for personal renewal of Indiana educators



Lilly Endowment Inc.  
A Private Philanthropic Foundation



## MAXIMUM OF 100 GRANTS FOR \$12,000

### REQUEST FOR PROPOSALS 2019

**L**illy Endowment is pleased to announce its **Teacher Creativity Fellowship Program (TCFP)** for 2019. This will be the 32nd year of this competitive program, continuing the Endowment's commitment to recognize and renew Indiana educators. TCFP supports lifelong learning among educators by enabling them to pursue dreams and passions, explore new areas of interest, expand existing talents and develop new ones. Renewal times are not vacations but opportunities for intentional exploration and reflection that will result in renewed energy, enthusiasm and creativity in teachers and thereby in classrooms and schools.

Up to 100 Teacher Creativity grants of \$12,000 each will be awarded in 2019. TCFP will support projects that are intellectually revitalizing and personally renewing to educators. It is important that applicants seek to expand their realm of knowledge and experiences through projects that are of a different scale and character than they might otherwise pursue. Proposals will be judged on substance, clarity and feasibility as well as the potential to cultivate meaningful renewal. Preference will be given to proposals that demonstrate substantial thought and evidence of sufficient research to develop a realistic timeline and budget. Proposals simply to develop new course outlines or lesson units are not encouraged.

In addition to individual proposals, the Endowment accepts collaborative proposals from teams of eligible individuals. If a collaborative proposal is funded, each participant is eligible to receive a \$12,000 grant.

Applicants are encouraged to review the news release about 2018 Fellowship recipients and their projects as well as "Tips for Writing Successful Proposals" on [our website](#).

## Eligibility

Licensed teachers, guidance counselors, media specialists, principals and assistant principals in Indiana's public, private and parochial schools are eligible to apply for a 2019 Teacher Creativity Fellowship (TCF). Applicants must have held one of these positions since at least Fall 2016, be currently employed full time, and be Indiana-certified in grades K-12. Past TCF recipients who continue to meet these requirements and received their first grant in 2011 (7 years prior) or earlier also may apply. Later recipients are not eligible. An individual may receive up to two TCF grants during his or her lifetime.

**All applicants** must affirm their present intention to teach in Indiana through school year 2019-20.

## Time Commitment

The Endowment has observed that it generally requires a substantial block of time (four to six weeks) to achieve the kind of renewal envisioned by this program. Proposals that do not include significant time away must explain clearly how the plan will still result in renewal. Applicants may propose a timeline that, either during the summer or over the course of a full year, will permit them to complete their renewal activities by May 31, 2020.

## Reporting

Fellowship agreements and reporting requirements (narrative and financial) will be sent to all grant recipients following the announcement of grant awards. Final reports, including financial information, will be due from all Fellowship recipients by June 30, 2020.

## Application Process for Single Applications (*please see below for collaborative applications*)

Proposals should include sufficient detail to demonstrate the following:

1. The applicant is knowledgeable about the nature and substance of the proposed project
2. The applicant is capable of completing the project
3. The project is feasible within the proposed timeline and budget
4. The applicant has done sufficient research regarding arrangements, locations, key contacts, etc.

For the first time, the application process for TCFP is completely online including the submission of the proposal, Indiana license, recommendation letters and the statement of future plans. Preview online application process [here](#). Prior to beginning the online process, assemble all of the following items together:

1. **Proposal Cover Form:** Use legal name as reported to the IRS.
2. **Project Title and 50-word summary of the proposed project**
3. **Proposal:** Describe the proposed elements of your proposal project in the following order –
  - › The rationale for your project, including why it is important and meaningful to you
  - › Your specific project goals and what do you hope to accomplish

- › The specific activities you will engage in to accomplish your goals
  - › How this project will be creative and intellectually stimulating for you
  - › Your vision for how this project will result in renewed energy, creativity and enthusiasm for you as an educator
  - › How your project will affect your work in the school or classroom
4. **Timeline:** Provide a comprehensive, detailed schedule of renewal activities and any projected follow-up and school-based activities to be completed by May 31, 2020. (See section title “Time Commitment”)
  5. **Budget:** Each grant will be made for precisely \$12,000. (See collaborative application details below) An itemized budget should include out-of-pocket expenses, such as transportation, food, lodging, fees, supplies, taxes, etc. In addition, a reasonable stipend is an allowable expense, which will be considered within the context of the proposed project. All budgets must total \$12,000. 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.
  6. **Recommendation Letters:** All applicants must include at least one signed and dated letter of professional recommendation on official letterhead from a recognized authority or otherwise qualified person who can address your general ability and capacity to complete the proposed project. Principals, fellow teachers and other co-workers are examples of individuals who have written recommendations in past TCF rounds. Applicants may submit up to three letters of recommendation. **Letters of recommendation are given serious consideration and are viewed most favorably when they reflect the writer’s familiarity with the applicant and his/her proposed project.**
  7. **Indiana License:**
    - › **Teachers, counselors and media specialists:** Include a copy of your valid Indiana teaching license.
    - › **Principals and assistant principals:** Include a copy of your valid Indiana administrative license and a statement that affirms your district’s or governing board’s approval of your participation in the proposed project.
  8. **Statement of Future Plans:** Each applicant must affirm his/her present intention to remain in an education role in Indiana through school year 2019-20.

## **Application Process for Collaborative Applications**

1. **Proposal cover form for each applicant:** Submitted simultaneously
2. **Proposal:** Describe the collaborative proposed project (follow Proposal guidelines above)
3. **Timeline:** Same Timeline guidelines as stated above
4. **Budget:** Each individual applicant is eligible for up to \$12,000; the total request for a collaborative application may not exceed \$12,000 multiplied by the number of applicants in the collaborative proposal
5. **Recommendation Letters:** Each applicant may submit up to three recommendation letters as stated above

6. **Indiana License:** Same requirements as stated above
7. **Statement of Future Plans:** Same process as stated above

## **Selection Procedure and Payment Schedule**

- The deadline for submitting online applications is 5 p.m. (EDT) on Tuesday, Sept. 4, 2018.
- The Endowment expects to notify recipients by Jan. 31, 2019.
- Contingent upon the Endowment's receipt of signed Fellowship Agreements, payments are tentatively scheduled to be made in February 2019. The Endowment will award the \$12,000 directly to the fellowship recipient and will issue an IRS income reporting Form 1099 Misc. or other appropriate IRS report, typically at the beginning of 2020.

## **Questions?**

Questions about this grant program can be emailed to [teachercreativity@lei.org](mailto:teachercreativity@lei.org).