

2023

Teacher Creativity Fellowship Program

A program for personal renewal of Indiana educators



Lilly Endowment Inc.
A Private Philanthropic Foundation



GRANTS FOR UP TO \$12,000 EACH

REQUEST FOR PROPOSALS 2023

Lilly Endowment is pleased to announce the 36th round of its Teacher Creativity Fellowship Program (TCFP). This program supports educators throughout Indiana by providing resources for them to take time for meaningful renewal. We believe that through new experiences, exploration and reflection educators can generate 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.

The Endowment expects to award approximately 100 grants, each totaling up to \$12,000, in 2023. Historically, fellowship grant periods were one year. Due to unpredictability caused by the COVID-19 pandemic, the grant period has been temporarily extended to two years. Project proposals from both individual applicants and collaborative groups of two or more may be submitted. Each project idea should be intellectually revitalizing and personally renewing. The idea proposed should also seek to creatively expand an educator's experiences through projects that are of a unique quality and provide opportunities for personal fulfillment that would otherwise not be available.

To be competitive, each project proposal should:

- be clearly written and well organized.
- illustrate how the applicant will experience meaningful renewal.
- demonstrate sufficient planning and research to develop a realistic timeline and budget.

NOTE: Although there are no specific requirements as to the length of time to complete a project, we emphasize the importance of spending sufficient time at any proposed destination(s) to accomplish a project's goals. Proposals for projects that do not require several weeks' time must explain clearly how the plan will result in meaningful renewal.

Eligibility

Full-time education professionals in the following areas who have daily face-to-face interaction with students in Indiana's public, private and charter 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
- Instructional coaches

Additionally, each applicant must both:

- have held one of the above positions for at least five years (since at least fall 2017) in a school that is accredited by the Indiana Department of Education or that is accredited by a third-party entity recognized by the Indiana Department of Education.
- currently hold a valid Indiana Professional Educator License or at least a four-year bachelor's degree that is appropriate for the responsibilities of the educational position held by the applicant.

NOTE: If the applicant is unsure whether a school meets the above accreditation criteria, the applicant should review the Indiana Department of Education website at in.gov/doe or contact Lilly Endowment staff at teachercreativity@lei.org prior to proposal completion and submission.

NOTE: Each applicant must affirm their intention to teach in Indiana through school year 2024-25.

NOTE: Past TCFP recipients who continue to meet these requirements and who received their grant in 2015 or earlier may also apply. Prior recipients who received their awards after 2015 may not apply for this 2023 program. An individual may receive up to two (2) TCFP grants during their lifetime.

NOTE: Applicants who are principals or 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.) The position of "Head of School" or school-level leader of another title is considered commensurate to the position of principal for purposes of this program.

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

October 3, 2022: Application Submission Deadline

All applications must be completed and submitted online by 11:59 p.m. (EDT) on **Monday, October 3, 2022**.

February 24, 2023: Recipient Notification and Payment

The Endowment expects to notify 2023 TCFP recipients by mail; Fellowship Agreements will be postmarked by February 24, 2023. Contingent upon the Endowment's receipt of a signed Fellowship Agreement, payments to recipients are tentatively scheduled to be made in March 2023. The Endowment will award up to \$12,000 directly to each recipient and will issue an IRS income reporting Form 1099 Misc. or other appropriate IRS report, typically at the beginning of 2024.

May 30, 2025: Project Completion

Applicants must propose a timeline that permits them to complete their renewal activities **by Friday, May 30, 2025**.

June 30, 2025: 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 Monday, June 30, 2025**.

How to Apply

All applications must be completed online and 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 and submit two (2) personal letters of recommendation.
4. Obtain and submit a copy of your current Indiana Professional Educator License or documentation of successful completion of at least a four-year bachelor's degree that is appropriate for the responsibilities of the educational position that you currently hold.
5. Create a single PDF of all required proposal documents.
6. Complete your online Application Cover Form, upload your PDF and submit your application.

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

TIP: Applicants are encouraged to have a colleague review their completed application before submission.

Application Instructions

1. Proposal

TIP: Successful proposals convey enthusiasm, imagination 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.

Organize your proposal using the **headings and in the order listed below**. Please note that 12 pt. font and one-inch margins are required. Individual 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 their own online separate Application Cover Form, indicating both the number of team members and their names.

In addition, each team member must submit a full copy of the collaborative proposal with their own supporting documents as a single PDF along with the Application Cover Form.

Collaborative proposals should be developed as a team project, then submitted individually (as noted above). For each applicant joining in a collaborative proposal, the project goals and activities, timeline and budget should be very similar or identical. The maximum fellowship amount payable to each individual applicant in a collaborative proposal is \$12,000. Collaborative proposals must not exceed ten (10) pages, including budget and timeline (but excluding letters of recommendation or affirmation and licenses), regardless of the number of individual applicants joining in the collaborative proposal.

Proposal Headings:

a. Name

What is your legal name as reported to the IRS?

***Collaborative Proposals:** please list each team member

b. Project Title and 50-Word Summary

What is your project about?

c. Need for Renewal and Reflection

Why is renewal needed and important to you? Why is this a good time for your proposed renewal project? How will you allow for reflection and nurture growth through the renewal project?

d. Project Goals and Activities

What are your project goals? What specific activities will you engage in to accomplish your goals? These activities should be well-planned and based on current 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.

e. Vision for Renewal

How do you envision renewed energy, enthusiasm and creativity will result from your project? How will this renewal affect your career as an educator and your students? How will it be intellectually stimulating and broaden your horizons?

f. 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 30, 2025. The timeline should reflect a series of activities during 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 renewal activities generally are stronger than those that devote larger blocks of time to planning or documentation.

g. 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, lodging, fees, supplies, etc. A reasonable living stipend (compensation for your time in conducting the proposed project, not to exceed 20 percent of your total project budget) is an allowable expense, which will be considered within the context, timeframe and goals of the 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

The Endowment requires two (2) letters of recommendation from individuals who can convincingly address your ability to complete the proposed project. Such individuals may include colleagues or supervisors familiar with your proposed project and your personal capacity to achieve your project goals, or experts in an area relevant to the area that you are exploring through your proposed project (e.g., glass blowing, biking, climate change).

It is your responsibility to ensure that the letters you submit meet the following requirements:

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

NOTE: Applicants who do not provide appropriate letters of recommendation may be penalized or disqualified. Extra letters will not be reviewed.

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

*** Collaborative Proposals:** Each team member must submit their own unique recommendation letters. Collaborative team members may not write letters of recommendation for each other.

3. Indiana license or documentation of at least a four-year bachelor's degree

You must submit a valid Indiana Professional Educator License or documentation of degree earned as described above.

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 their own Application Cover Form online with a PDF including the proposal and other required documents. A full submission will include:

- 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 License or documentation of degree earned
- Two (2) letters of recommendation
- Applicants who are principals or 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 11:59 p.m. (EDT) on Monday, October 3, 2022.

Want to learn about successful TCFP projects?

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

Have questions about TCFP?

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