

2024

Teacher Creativity Fellowship Program

A program for personal renewal of Indiana educators

GRANTS FOR UP TO \$15,000 EACH

REQUEST FOR PROPOSALS 2024

Lilly Endowment is pleased to announce the 37th round of its Teacher Creativity Fellowship Program (TCFP). This program supports K-12 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 teacher creativity grants, each totaling up to \$15,000, in 2024. Fellowship grant periods for this round of TCFP will be for 18 months. Each proposal should include activities that are intellectually revitalizing and personally renewing and that provide opportunities for 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 dedicated to proposed activities, we emphasize the importance of spending sufficient time in those activities to achieve meaningful renewal. Proposals for projects that do not require several weeks' time must explain clearly how the plans will result in renewal despite the shorter time commitment.

Eligibility

Full-time education professionals in the following areas who have daily interaction with students in Indiana's public, private and charter schools are eligible to apply:

- K-12 classroom teachers of any subject
- Principals and assistant principals
- Librarians and media specialists

- School counselors
- School social workers
- Instructional coaches

Additionally, each applicant must:

1. have held one or more of the above positions for at least three cumulative years (since at least fall 2020) 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.
2. currently hold a valid Indiana Professional Educator License or at least a four-year bachelor's degree that is appropriate for responsibilities of their educational position.

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/doi or contact Endowment staff at teachercreativity@lei.org prior to proposal completion and submission.

In addition to meeting the eligibility requirements outlined above, each applicant must affirm the intention to teach (or to hold another eligible position as a full-time education professional) in Indiana through school year 2025-26.

Past TCFP recipients who continue to meet these requirements and who received a grant in 2016 or earlier may also apply. Prior recipients who received awards after 2016 are not eligible for the 2024 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

September 11, 2023: Application Submission Deadline

All applications must be completed and submitted online by 5 p.m. (EDT) on Monday, September 11, 2023.

January 26, 2024: Recipient Notification

The Endowment expects to send notification of decisions to all applicants by email on or before Friday, January 26, 2024. Contingent upon the Endowment's receipt of a signed Fellowship Agreement, payments to recipients are tentatively scheduled to be made in late February 2024. The Endowment will award up to \$15,000 directly to each recipient and will issue an IRS income reporting Form 1099 Misc. or other appropriate IRS report, typically at the beginning of 2025.

July 31, 2025: Project Completion

Applicants must propose a timeline that permits them to complete their renewal activities by Thursday, July 31, 2025.

August 29, 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 Friday, August 29, 2025.

How to Apply

All required documents (listed below) must be combined into a single PDF and submitted online upon completing the Application Cover Form. Applicants can access the Application Cover Form on the [TCFP page](#) of the Endowment's website. Please note that the form does not allow for applicants to save their information and return at a later time, so the Endowment recommends previewing the form in preparation of a complete submission.

Application steps:

1. Prepare information for the online Application Cover Form.
2. Prepare proposal narrative and budget documents according to the instructions on the following pages.
3. Obtain two (2) personal letters of recommendation.
4. Obtain 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. **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.
6. Create a single PDF of all required proposal documents.
7. Complete your online Application Cover Form and upload your PDF.

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 the projects' rationale and goals.

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

Name: What is your legal name as reported to the IRS?

Project Title and 50-Word Summary: In brief, what is your project about?

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.

Need and Vision for Renewal: Describe your role as an educator. Why is renewal needed and important to you, personally and professionally? Why is now an opportune time for your proposed renewal project? 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? How will you make time for reflection and nurture growth before, during and after your renewal project?

Timeline: Provide a detailed timeline of your schedule of renewal activities, any projected follow-up activities and, if applicable, any school-based activities to be completed by Friday, 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. Although there is no required format for proposal timelines, sample formats are provided on the TCFP page of the Endowment's website.

Budget: What costs will you have? Each grant will be made for up to \$15,000. Your detailed, itemized budget should include expenses, such as transportation, lodging, fees, supplies, etc. Although there is no required format for proposal budgets, sample formats are provided on the TCFP page of the Endowment's website.

- A reasonable living stipend (compensation for your time or to account for lost income while conducting the proposed project, not to exceed 20 percent of your total project budget) is an allowable expense.
- It is also allowable to budget for other costs that are necessary to enable completion of your renewal project, such as the cost for dependents to join you for travel associated with your project or care expenses for dependents or pets while engaged in project activities.
- 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.

2. Letters of recommendation

The Endowment requires two (2) letters of recommendation from individuals who can address your ability to complete the proposed project. Such individuals can be colleagues or supervisors familiar with your proposed project and your personal capacity to achieve your project goals, or experts 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 **all of** 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 of the two letters must be written by a colleague within the applicant’s current school or district.
- Applicants should not submit more than two (2) recommendation letters (affirmation letters for applicants who are principals or assistant principals are separate). Extra letters will not be reviewed.

Applicants who do not provide letters of recommendation that meet the requirements above may be penalized or disqualified.

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

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 (transcript or diploma).

Application Checklist

The following items must be combined into a single PDF and submitted upon completing the online Application Cover Form located on the [TCFP page](#) of the Endowment’s website.

- Online Application Cover Form located on the Endowment’s website.
- Proposal: Five (5)-page limit, including budget and timeline (but excluding letters of recommendation or affirmation), 12 pt. font and 1-inch margins.
- Two (2) letters of recommendation.
- Indiana Professional Educator License or documentation of degree earned (transcript or diploma).
- Applicants who are principals or assistant principals:** Signed and dated affirmation on letterhead from a member of district leadership or governing board approving participation in the proposed TCFP project.

The deadline for submitting applications is 5 p.m. (EDT) on Monday, September 11, 2023.

Interested in learning more about TCFP?

Endowment staff will host four virtual informational sessions in 2023 (May 18, May 31, August 8 and August 10) to review the RFP and answer questions from interested educators. Learn more and register for one of the sessions on the [TCFP page](#) of the Endowment’s website.

Interested in responses to frequently asked questions?

Review responses to frequently asked questions [here](#). This document will be updated to include additional questions and responses following the information sessions.

Want to learn about successful TCFP projects?

Review a news release about recent fellowship recipients and their projects [here](#).

Still have questions about TCFP?

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