



Texas Retired Teachers Foundation

Classroom Assistance Grant Guidelines: 2018-2019

"Supporting Public Education in Texas"

Grant Application Process:

Classroom Assistance Grants are awarded to public school teachers who on a daily basis demonstrate commitment to public education and Texas children through the creation of programs, events or other learning platforms.

The Texas Retired Teachers Foundation (TRTF) will award 30 \$500 grants to 30 public school teachers in Texas for the 2018-2019 school year. Teachers may download the application from the TRTF website at www.trtf.org beginning November 1, 2017. All applications must be *received* by 5:00 pm on Thursday, March 15, 2018. Applications received after the deadline will not be considered.

Applicants may apply individually, as a group/team or as a school. If you apply as a group/team or as a school, please designate someone to lead your grant application process and serve as the contact person to receive any related correspondence from the Foundation.

Classroom Assistance Grant Eligibility:

1. Applicants must be public school teachers in the state of Texas for the 2018-2019 school year.
2. All applications must include *handwritten* signature of the school principal expressing approval of the project.

How to Apply for a Grant:

1. Download the application at www.trtf.org.
2. Complete and submit the application by scanning and e-mailing (help@trtf.org), by U. S. Mail or by fax (512-476-1003).
3. The application and required documents must be received no later than 5:00 pm on March 15, 2018.

Grant Application Review:

The TRTF Grant Review Committee will review all grant applications competitively.

Notification of Grant Recipients:

The names of the 2018-2019 grant recipients will be announced at the 2018 Convention of the Texas Retired Teachers Association during the Foundation luncheon. The convention will be held in San Antonio on April 8-10, 2018. Winners do not need to be present to win and will be notified by telephone and/or e-mail after the convention. Recipients may be asked to participate in a survey or video after receiving the grant money.

Additional Information or Questions:

Interested applicants can find additional information in the "Initiatives" section of the Foundation website (www.trtf.org), by calling the Foundation office at 512-476-1622 or 1-800-880-1650 and asking for Cindee Sharp, or by sending an email to help@trtf.org.

Texas Retired Teachers Foundation
Classroom Assistance Grant Application: 2018-2019

Guidelines:

An applicant must be a teacher at a public school in Texas. Deadline for submitting the application is 5:00 pm on Thursday, March 15, 2018. Incomplete applications, illegible applications, or applications received after the deadline will not be considered. Please print or type clearly (except where signatures are required).

Applicant's Name(s): _____

Street Address: _____ City: _____ Zip: _____

E-Mail Address: _____ Phone: _____

Subject(s) Taught: _____ Grade Level(s) Taught: _____

Applicant's Signature: _____ Date: _____

School Approval:

Please have your principal print his or her name and sign below, signifying support for the project.

Principal's Name: _____ Phone: _____

Principal's Handwritten Signature: _____

Name of School: _____

Street Address: _____ City: _____ Zip: _____

Project Content/Student Population:

On a separate sheet of paper (must be typed):

1. Briefly describe the **project content/activities** for which you are requesting this grant.
(Maximum 150 words)

2. Briefly describe **how you would utilize the grant funds** should you be selected as a recipient.
(Maximum 150 words)

Submit completed applications by 5:00 pm on March 15, 2018:

EMAIL: help@trtf.org Subject line: Grant Committee
FAX: 512-476-1003 Attention: Grant Committee
MAIL: Texas Retired Teachers Foundation
Attn: Grant Committee
313 E. 12th St. Ste. 220
Austin, TX 78701