



Texas Retired Teachers Foundation

Classroom Assistance Grant Guidelines: 2019-2020

"Supporting Public Education in Texas"

Grant Application Process:

Classroom Assistance Grants are awarded to Texas 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 2019-2020 school year. Applicants may download the application from the TRTF website at www.trtf.org beginning September 1, 2018. All applications must be *received* by 5:00 pm on Thursday, February 28, 2019. 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 for the 2019-2020 school year who pay into the Teacher Retirement System of Texas (TRS).
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) or by U. S. Mail.
3. The application and required documents must be received no later than 5:00 pm on February 28, 2019.

Grant Application Review:

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

Notification of Grant Recipients:

The names of the 2019-2020 grant recipients will be announced at the 2019 Convention of the Texas Retired Teachers Association during the Foundation breakfast. The convention will be held in Austin on April 1-2, 2019. 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 Sarah Richardson, or by sending an email to help@trtf.org.

Texas Retired Teachers Foundation
Classroom Assistance Grant Application: 2019-2020

Guidelines:

An applicant must be a teacher at a public school in Texas. Deadline for submitting the application is 5:00 pm on Thursday, February 28, 2019. 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:

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 p.m. on Thursday, February 28, 2019:

EMAIL: help@trtf.org Subject line: Grant Committee

MAIL: Texas Retired Teachers Foundation

Attn: Grant Committee

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Austin, TX 78701