



Teacher Creativity Fellowship Program 2013

A fellowship program for creative renewal projects
Maximum of 100 grants for \$10,000 each



Lilly Endowment is pleased to announce that the Teacher Creativity Fellowship Program will be offered again for 2013. This will be the 26th year the Endowment has offered this competitive program, continuing the Endowment's commitment to helping Indiana become an even more rewarding setting for teachers and other education professionals.

Again this year, individuals who have worked as licensed teachers, principals and assistant principals in Indiana's public, private and parochial schools since at least Fall 2010 are eligible to apply for the \$10,000 grants. Former recipients of Teacher Creativity Fellowships who hold one of these positions and who received their first grant before 2006 also may apply; later recipients are not eligible. An individual may receive up to two grants through this program during his or her lifetime.

The Teacher Creativity Fellowship Program will support up to 100 creative projects that are personally renewing and intellectually revitalizing to individual Indiana teachers and education professionals. Personal renewal and individual intellectual growth continue to be the primary goals of this program. Proposed projects may contribute to students' engagement and learning. Applicants are encouraged to discuss that aspect in their applications.

The Endowment will grant up to 100 Teacher Creativity awards of \$10,000 each.

Proposals will be judged on the substance, clarity, originality and feasibility of the project. Imagination and creativity have been the strongest features of funded proposals. Preference will be given to proposals demonstrating that substantial thought has been given to this renewal opportunity. Proposals simply to develop new course outlines or lesson units typically do not reflect sufficient imagination, creativity, or thought to merit an award. Applicants may access the 2012 news release that lists the 2012 Teacher Creativity Fellowship recipients and their projects, as well as "Tips for Writing Successful Proposals," elsewhere on this website. Applicants are encouraged to print out the personal information form from the Teacher Creativity page on the website to use as the first page of the proposal.

The Endowment believes that engaged teachers, principals and assistant principals help produce engaged students. Any expected benefits of a proposal to the educator and her or his students must be described in the project proposal.

The Endowment also encourages teams of eligible individuals to submit collaborative proposals. If a collaborative project is funded, each participant may receive a \$10,000 fellowship.

ELIGIBILITY

For a 2013 fellowship, licensed teachers in Indiana public, private and parochial schools (including guidance counselors and library/media specialists), principals and assistant principals in such schools (who have held one of these positions since Fall 2010 or before) are eligible to apply. They must be currently employed full time and must be Indiana-certified in grades K-12. Past Teacher Creativity Fellowship recipients who received their first award before 2006 are eligible to apply. An individual may receive up to two grants through this program during his or her lifetime.

TIME COMMITMENT AND REPORTING

Teachers: Applicants must commit to a six-week, full-time project during the summer of 2013. The six weeks must be completed by August 31, 2013. However, the grant period will run through May 31, 2014. Therefore, recipients will have extra time (beyond their concentrated, six-week summer commitment) to do additional work, expand on their original projects, or develop connections to classroom teaching and/or student learning. The possibilities for expansion and implementation in the classroom are as varied as the projects themselves.

Final narrative and financial reports will be due by June 30, 2014. After grant awards have been announced, reporting guidelines will be sent to recipients. The Endowment may offer optional opportunities after the summer experience at which recipients can share results from their projects and the application of those results in the classroom.

Principals and assistant principals: Principals and assistant principals may not have extensive time available during the summer. Consequently, they may propose a timeline that, either during the summer or over the course of a full year, will permit them to engage in renewal activities. The Endowment has observed that it generally takes a substantial block of time to achieve the kind of renewal that this program is designed to support. Former recipient principals and assistant principals have reported that it took them at least three weeks away from the school to achieve the renewal contemplated in their proposals. Proposals not including a significant amount of time away from day-to-day school demands should explain clearly how the plan will still result in renewal.

Recipient principals and assistant principals are required to submit final narrative and financial reports by September 30, 2014. After grant awards have been announced, reporting guidelines will be sent to recipients.

APPLICATION PROCEDURE

PLEASE SUBMIT THREE COMPLETE COPIES OF YOUR PROPOSAL AND ALL ATTACHMENTS.

There is no formal application. All proposals should be prepared using a 12-point font or larger. They should conform to the following format. (Group applicants should submit the group's proposal with a joint description of the project, budget and timeline. Personal information, future plans, letters of recommendation, licenses and affirmations are specific to each individual but must be included with a group proposal.)

1. Personal information

You are encouraged to use the personal information form that can be completed on and printed from the Teacher Creativity page of the website as the first page of your proposal. Please note that the form cannot be submitted online.

All applicants must complete part A. In addition to part A, teachers also must complete part B, and principals and assistant principals also must complete part C.

A. Legal name (as reported to the IRS)

- Home address (street address or P.O. Box, city, state and ZIP)
- Home telephone
- Social Security Number
- School email address (if available)
- Personal email address (optional)
- Date of birth (optional)
- Employing school corporation (if applicable)
- Employing school name
- Employing school address and telephone number
- Educational background
- Length and nature of teaching experience

B. Teachers: Current teaching position and subject matter

C. Principals and assistant principals:

- Length and nature of administrative experience
- Current administrative position

The following items 2-5 should be covered in no more than three single-spaced pages.

2. Description of proposed project

Proposals should include sufficient detail to demonstrate that 1) the applicant is knowledgeable about the topic; 2) the applicant has the skills necessary to complete the project; and 3) the project is feasible (e.g., arrangements, locations, key contacts and so forth).

Each proposal must begin with a title, amount requested and a 50-word summary of the proposed project, then proceed to address the following:

- What is the rationale for your project, including specific project goals?
- What specific activities will you engage in to accomplish these goals?
- Describe how this project is creative for you. How will it be renewing?
- What do you expect to happen as a result of this creative renewal project?
- Teachers: What follow-up activities might you anticipate for school year 2013-2014?

3. Budget

You must submit a budget. Each grant will be made for precisely \$10,000. The summer project is the primary focus of the grant; expenditures during the six weeks must constitute the bulk of the requested budget. The budget should reflect out-of-pocket expenses (transportation, lodging, supplies, mileage, taxes and so forth). After budgeting for out-of-pocket expenses, remaining funds may

be designated as a personal stipend. Please note that because this grant in most cases will be subject to federal income tax, you are encouraged to include a line item to cover tax liability as needed.

4. Timeline

Teachers: Include a detailed, comprehensive, six-week summer schedule of activities (ending no later than August 31, 2013) and projected follow-up activities planned for school year 2013-2014.

Principals and assistant principals: Include a detailed schedule of activities that will be completed no later than August 31, 2014.

5. Statement of future plans

Teachers: Submit a statement affirming your present intention to teach in Indiana through school year 2013-2014.

Principals and assistant principals: Submit a statement affirming your present intention to remain in your role as principal or assistant principal in Indiana through school year 2014-2015.

6. Recommendation letter

Your proposal should include convincing evidence that you will be able to accomplish the project's goals. You must attach to your three-page proposal a signed letter of professional recommendation on official letterhead from a recognized authority or otherwise qualified person who can speak for your general ability and capacity to complete the proposed project. You may submit up to three recommendations. Reviewers spend considerable time on the letters of recommendation and view favorably letters that reflect the person's familiarity with you and your proposed project.

7. Indiana license

Teachers: Include a copy of your valid Indiana teaching license.

Principals and assistant principals: Include a copy of your valid Indiana administrative license.

8. Affirmation

Principals and assistant principals: Include a statement that affirms your district's or governing board's approval of your participation in the proposed project.

SELECTION AND PAYMENT PROCEDURE SCHEDULE

Please note the proposal deadline date. Without exception, **applications must be postmarked by November 2, 2012.**

An impartial panel will review proposals in January. The Endowment plans to notify recipients by February 22, 2013.

Payments are scheduled to be made after March 1, 2013. The Endowment will pay the \$10,000 award directly to the fellowship recipient and will issue an IRS income reporting Form 1099 Misc. or other appropriate IRS report at the beginning of 2014.

APPLICATION SUBMISSION

Mail three complete copies of your proposal, including all attachments with all copies, to:

Barbara S. DeHart
Program Director, Education
Lilly Endowment Inc.
P.O. Box 88068
Indianapolis, Indiana 46208-0068
317/924-5471

A completed application must include one original and two copies (three sets total) of all required materials. All application materials become the property of the Endowment and will not be returned.