



**THE SAN DIEGO TEACHERS' FUND**  
**K - 6 PROGRAM**  
**2008 - 2009 APPLICATION GUIDELINES**

The mission of The San Diego Teachers' Fund - K - 6 Program is to increase student achievement by assisting the many outstanding and dedicated teachers in San Diego County. This program will support the development and implementation of *innovative* classroom projects that address student needs and increase teaching effectiveness.

Grants will range from \$500 to \$2,000. Projects must be implemented in the 2008 - 2009 academic year. Funds are to be used for educational purposes only.

**Who can apply?**

- San Diego County public school teachers who teach students in grades K – 6 (including publicly funded charter schools).
- Teachers who have five (5) years of experience or less in the classroom (please note this is a teacher grant versus a school grant).

**How to apply?**

- All applications must be submitted by the teacher. Applications submitted by grant writers will be deemed ineligible.
- Teachers may submit an individual or team proposal (note: all teachers who make up a team must have five years of experience or less in the classroom).
- Only one application per teacher or team of teachers may be submitted.
- Teams are limited to three (3) teachers from the same school and working on the same project
- Each school may only submit a total of five (5) applications.

**Application Format:**

- Teachers are asked to carefully review and complete the "2008-2009 San Diego Teachers' Fund K-6 Online Application" and attach, as one PDF or Word document, the required additional supplemental information.

**What types of projects are not funded?**

- Large scale capital projects, such as playground equipment.
- Computers or computer equipment.
- Video productions not for classroom teaching purposes.
- Projects that have no teaching or classroom component.
- Professional development, substitute days, teacher compensation or classroom aides.
- Student and/or teacher conferences.
- Guest speakers and performers.
- Costs associated with the National Board for Professional Teaching and Standards certification.
- School-wide projects such as conflict resolution training, special assemblies or presentations.

**Applications are ineligible if:**

- Received after 5:00 p.m. on Monday, April 28, 2008.
- Submitted by school administrators, parents or non-teaching staff.
- Teacher (or any teacher in the team) has already received a grant in 2006 or thereafter.
- School is not public or is located outside San Diego County.

**Strong applications will:**

- Define, measure and evaluate learning targets.
- Describe the methods and process used to attain the results.
- Address student needs and help them to achieve academic targets.
- Encourage innovative and creative approaches to learning.
- Advance teaching effectiveness and enrich curriculum.
- Enhance or expand upon current successful projects.
- Explain the need for the requested materials.
- Be well written and error free.

**2008 - 2009 San Diego Teachers' Fund Program Timeline:**

- **Monday, March 3, 2008:** Applications become available on-line
- **Monday, April 28, 2008:** Applications due to The San Diego Foundation by 5:00 p.m.
- **May - June:** Applications are screened, reviewed and ranked by the Teachers' Fund Committee
- **July:** All teachers are notified of their application status
- **August (date TBD):** Teachers' Fund Awards Reception; paperwork is distributed
- **September 1, 2008 - June 29, 2009:** Projects are implemented in classrooms
- **Monday, June 29, 2009:** Project evaluation reports are due to The San Diego Foundation

**THE SAN DIEGO TEACHERS' FUND  
K-6 PROGRAM  
2008 - 2009 SUPPLEMENTAL INFORMATION**

Copy and paste the following information into a separate document, and attach it to your on-line application as either one PDF or Word document:

1. Type your school's full name, district, school's API score, and Title 1 designation (yes or no).
2. List the lead teacher's name, home address and phone number, school or home e-mail address, number of years teaching, and grade(s) taught.
3. Indicate if your project addresses issues of diversity which may include special needs, socio-economic level, English-language learners, ethnicity, etc., and any other pertinent information.

4. If team teaching, list the names of the team teacher(s), their home address(es) and phone number(s), school or home e-mail address(es), number of years teaching, and grade(s) taught.
5. Indicate how you heard about The San Diego Teachers' Fund Program.
6. Indicate the subject area of your grant:
  - Art/Music/Drama
  - Foreign Language
  - Literacy
  - Mathematics
  - Physical Education
  - Science
  - Social Studies
  - Technical
  - Other (please describe)
7. Indicate your San Diego Teachers' Fund grants history:
  - Never applied for a grant
  - Applied for a grant but was not awarded
  - Have received a grant. If yes, indicate the year and amount.
8. Indicate your school schedule: Traditional or Year-Round
9. **Project Outline:** Carefully read and follow the instructions below

Your project outline should be typed, single spaced, using 12 point font, one inch margins and no longer than four pages. Include your name in the top left hand corner of each page. **Do not attach any additional information.** The committee that will review your application is comprised of entrepreneurs, educators and business and community leaders. Therefore, it is important to avoid using acronyms or jargon. Do not duplicate your answers.

**A. Project Description:**

Clearly describe your project and its purpose using "layman's" terms. Your description should explain among other things: the need that your project addresses, the activities and materials involved and how they will be used, its potential to be sustained over time, and your plans to share it with other teachers. Please note any particularly innovative aspects of the project – that is, how it is different or better than other approaches.

**B. Outcomes:**

Please describe what evidence you will collect to determine the following:

1) The specific student outcomes you expect to achieve and 2) The concrete measures you will use to measure those outcomes. Also describe how the proposed project will increase your effectiveness as a teacher. (Note: You will be asked to submit a final report at the end of the school year describing the project's impact.)

**C. Project Budget:**

1. Include a breakdown of your expenses using the following template.

**TEMPLATE:**

Detailed description of purchase (materials, supplies, or other expenses)	Cost
	\$
	\$
Tax, Shipping & Handling	\$
<b>TOTAL EXPENSES</b> – (please round to the nearest \$10 – total expenses cannot exceed \$2,000)	\$
<b>Per pupil cost</b> (To calculate, divide the total expenses by the number of students involved in the project.)	

2. Please provide documentation that supports the cost of items.

*Feel free to attach photos, invoices or any other information that would be helpful in better explaining your purchases.*

3. How long do you anticipate these materials to last?

4. Can you sustain the project beyond the one-year term of the grant?

5. If your budget is in excess of \$2,000 please indicate where you plan to obtain other funding?

If you have any questions, please feel free to contact us at (619) 814-1343 or [teachersfund@sdfoundation.org](mailto:teachersfund@sdfoundation.org).