

## Teacher Creativity Fellowship Program 2008

\$8,000 grant level

Lilly Endowment is pleased to announce that the Teacher Creativity Fellowship Program will be offered again for 2008. This will be the 21st year the Endowment has offered this competitive program, continuing the Endowment's commitment to helping Indiana become an even more rewarding setting for seasoned teachers and other education professionals. Teacher Creativity awards for the traditional summer program will be made for \$8,000 each. A description of a second level of funding (\$25,000 per individual grant) appears later in this brochure.

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 the Fall 2005 are eligible to apply for the \$8,000 grants. Former recipients of Teacher Creativity Fellowships who hold one of these positions and who received their grants before 2001 also may apply; later former recipients are not eligible.

The Teacher Creativity Fellowship Program will support 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. If proposed projects also will contribute to students' engagement and learning, applicants are encouraged to discuss that aspect in their applications.

The Endowment will grant up to 120 awards of \$8,000 each for this level of the program.

Proposals will be judged on the substance, clarity, originality and feasibility of the project. Evidence of imagination and creativity has been the strongest feature of funded proposals in previous years. 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. A list of 2007 Teacher Creativity Fellowship recipients and their projects may be found at [lillyendowment.org](http://lillyendowment.org), as well as "Tips for Writing Successful Proposals." Applicants are encouraged to print out the personal information form from 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. The expected direct or indirect 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 an \$8,000 fellowship.

## ELIGIBILITY

For a 2008 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 2005 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 awards before 2001 are eligible to apply.

## TIME COMMITMENT AND REPORTING

**Teachers:** Applicants must commit to a six-week, full-time project during the summer of 2008. The six weeks must be completed by August 31, 2008. However, the grant period will run through May 31, 2009. 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, 2009. After grant awards have been announced, reporting guidelines will be sent to recipients. The Endowment may offer several regional dinners in September 2008 at which recipients can share interim results from their projects and plans for applying those results in the classroom through the school year. The Endowment recognizes that the beginning of the school year is a busy time, but former recipients have found that presenting their projects and hearing about others' experiences have been both rewarding and inspiring.

**Principals and Assistant Principals:** The Teacher Creativity Fellowship Program for teachers requires a six-week, full-time summer commitment. Principals and assistant principals, however, may not have extensive time available during the summer. Consequently, principals and assistant principals 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 has taken 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 are required to submit final narrative and financial reports by September 30, 2009. 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 Endowment's website ([lillyendowment.org](http://lillyendowment.org)) 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  
E-mail address (if available)  
Social Security Number  
Date of birth (optional)  
Employing school corporation (if applicable)  
Employing school name  
Employing school address and telephone  
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?

- How will this project renew you personally? How will it benefit you as an educator?
- How will you document the project's results?
- Teachers: What follow-up activities might you anticipate for school year 2008-2009?

#### 3. Budget

You must submit a budget. Each grant will be made for precisely \$8,000. 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, discrete, six-week summer schedule of activities (ending no later than August 31, 2008) and projected follow-up activities planned for school year 2008-2009.

**Principals and assistant principals:** Include a detailed schedule of activities that will be completed no later than August 31, 2009.

#### 5. Statement of future plans

**Teachers:** Submit a statement affirming your present intention to teach in Indiana through school year 2008-2009.

**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 2009-2010.

#### 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 (one original plus two copies of each letter) 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. Reviewers spend considerable time on the letters of recommendation and view favorably letters that reflect the recommender'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 9, 2007. Out-of-state teachers, administrators and education professionals from across the United States will review proposals in January. The Endowment plans to notify recipients by February 29, 2008.

Payments are scheduled to be made after March 15 but before June 30, 2008. The Endowment will pay the \$8,000 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 2009.

## **CONTACT**

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

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

All application materials become the property of the Endowment and will not be returned.

## Teacher Creativity Fellowship Program 2008 \$25,000 grant level

Since 1987 the Teacher Creativity Fellowship Program has provided an opportunity for more than 1,800 of Indiana's K-12 educators to propose summer experiences for personal enrichment, renewal and revitalization. These educators have traveled widely, engaged in internships, researched topics of interest and learned new skills or improved existing ones. In conversations with fellows and in reviewing their project reports, the Endowment has been impressed with the creativity and enthusiasm that have resulted from these summer experiences.

Considering the many successes reported from the Teacher Creativity Fellowship Program to date, the Endowment again will offer in 2008 another opportunity to K-12 teachers in Indiana. Besides the traditional \$8,000 summer opportunity for teachers and other education professionals described earlier in this brochure, the Endowment is pleased to offer another level of available grants. In this level, a teacher may apply for an individual award of up to \$25,000.

For these awards, applicants are invited to propose plans to improve their work with students by enhancing their knowledge and rekindling their dedication to the teaching profession. A plan may entail a personal journey of reflection and discovery leading to rejuvenation that brings new life into teaching. Perhaps a teacher will want to study a new discipline in some depth. Such investigation may require enrollment in a course that is offered away from home and meets only during the academic year. It may require a study leave at a location elsewhere in the United States or abroad. There may be an area of scientific research that a teacher has considered exploring but has had neither time nor opportunity to pursue. A teacher may wish to spend time living in another culture to learn not only the history of the culture but also the nuances that can be discovered only by spending time immersed in the day-to-day lives of the local people. Special experiences with family may be great opportunities for renewal. These are only a few examples of possible approaches that teachers may take toward enhancing their knowledge and renewing their passion for the profession.

If the teacher will need to leave the classroom or school for a period of time to engage in the proposed activities, the Endowment may, at the school district's request, award additional funding up to \$25,000 directly to the teacher's district to cover all or part of the cost of a replacement teacher for up to one semester (or its equivalent).

This special fellowship opportunity is open to all Indiana-licensed public, private and parochial school classroom/resource teachers, guidance counselors and library/media specialists who are currently employed in an Indiana K-12 school and have held one of these positions since Fall 2005 or before.

For 2008, the Endowment will approve up to 10 awards to teachers and up to 10 grants to school districts to replace teachers for up to the equivalent of one semester. Grant activities must take place any time between June 1, 2008, and August 31, 2009.

Applications will be judged on their creativity and their potential to renew the teacher and to expand the teacher's knowledge and enthusiasm in the school. Because this award level is substantially higher than the traditional program, more information is requested in the application.

### ELIGIBILITY

Licensed Indiana public, private and parochial school teachers (including guidance counselors and library/media specialists) who have held one of these positions since Fall 2005 or before are eligible to apply. Each applicant must be currently employed full-time and Indiana-certified in grades K-12. Applicants must affirm their intention to teach through school year 2011-2012.

The traditional Teacher Creativity Fellowship Program grant for teachers requires at least a six-week summer commitment. The Endowment expects that plans submitted for a \$25,000 award, however, will involve a more substantial time commitment on the part of each applicant. The plan should indicate how and when it will be implemented (e.g., the teacher will devote a day each week throughout the year, several full weeks interspersed across the school year, a full semester, or across two summers).

### REPORTING

Interim narrative and financial reports will be due December 31, 2008, and final reports will be due by September 30, 2009. After grant awards have been announced, reporting guidelines will be sent to recipients.

### APPLICATION PROCEDURES

Please prepare and submit three copies of your application, including all attachments with all copies.

There is no formal application. All applications should be prepared using a 12-point font or larger that conforms to the following format.

#### 1. Personal information

**You are encouraged to use the personal information form that can be completed on and printed from the Endowment's website ([lillyendowment.org](http://lillyendowment.org)) as the first page of your application. Please note that the form cannot be submitted online.**

Legal name (as reported to the IRS)  
Home address (street address or P.O. Box, city, state and ZIP)  
Home telephone  
E-mail address (if available)  
Social Security Number  
Date of birth (optional)  
Employing school corporation (if applicable)

Employing school name  
Employing school address and telephone  
Educational background  
Length and nature of teaching experience  
Current teaching position and subject matter

## 2. Description of proposed plan

Each plan must begin with a title, amount requested and a 50-word summary of the plan. The following are offered as writing prompts:

- What is the rationale for your plan, including specific goals?
- What specific activities will you engage in to accomplish these goals?
- How will this plan renew you personally?
- How will this plan make you a better teacher?
- How will it ignite (or re-ignite) your enthusiasm for teaching your students?
- Why does this plan warrant the Endowment's investment?
- How will it elevate your teaching and interactions with students?
- How will you know that the plan has been successful?

Applications that articulate in a compelling and creative way your case for receiving one of these awards will be favored by the judges. Feel free to use a narrative style for your plan, which should be no more than five single-spaced pages.

## 3. Budget

You must submit a budget. Out-of-pocket expenditures for specific items related to your plan such as transportation, lodging, supplies and mileage should be reflected in the budget including out-of-pocket expenses for accompanying family members. Individual plan expenses for each award recipient will be funded for no more than \$25,000. If requested and approved, the Endowment may make a separate grant to your school district of up to \$25,000 to cover part or all the cost for a replacement teacher. (The school district must commit to continue your salary and benefits during your absence from the school.)

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

Please include a general timeline of your plan. Keep in mind that the grant period will begin June 1, 2008, and will conclude August 31, 2009.

## 5. Statement of future plans

Submit a statement affirming your present intention to teach in Indiana through school year 2011-2012.

## 6. Recommendation letters

Recommendation letters (one original plus two copies of each letter) should include evidence that the writers

are familiar with you and your teaching and have an awareness of your creativity and enthusiasm and your ability to instill a love of learning in students. For this program, the Endowment will require three to five letters of recommendation, as follows:

1. On official letterhead, a signed letter from the superintendent of your district or the head of your private school's governing body attesting to the district's or private school's support of your plan and the district's or private school's commitment to continue to pay your salary and benefits while you are pursuing your plan.
2. On official letterhead, a signed letter from the principal of your school attesting to your proficiency as a teacher, your creativity, your ability to instill a love of learning in students, and so forth. If the current principal of your school is new, you may substitute a letter from a previous principal with whom you have worked. Please explain the circumstances for submitting a letter from a principal at a school other than your current one.
3. At least one letter from a fellow teacher, parent or current/former student recommending you for the grant and speaking directly to your professional competence and positive influence on students.

## 7. Request from district (if funding for a replacement teacher is requested)

The request from the district should include a reasonable estimate of costs to be incurred for a replacement teacher for the length of your absence as set forth in your plan. The district must agree to continue to pay you your salary and benefits during your absence; this agreement must be stated in the district's request for replacement funding.

## 8. Indiana license

Include a copy of your valid Indiana teaching license.

## SELECTION AND PAYMENT SCHEDULE

Please note the proposal deadline date.

Without exception, applications must be postmarked by November 9, 2007. Teachers, administrators and education professionals from across the United States will review applications in January. The Endowment plans to notify recipients by February 29, 2008.

Payments are scheduled to be made to individuals after March 15 but before June 30, 2008. The Endowment will pay the individual award directly to the fellowship recipient and will issue an IRS income reporting Form 1099 Misc. (or other appropriate IRS report to the IRS) at the beginning of 2009. Payments to school districts for a replacement teacher also are scheduled to be made after March 15 but before June 30, 2008.

## **CONTACT**

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

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

All application materials become the property of the Endowment and will not be returned.