



Texas Retired Teachers Foundation

Classroom Assistance Grant Guidelines: 2012-2013

"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 ten \$500 grants to ten public school teachers in Texas for the 2012-2013 school year. Teachers may download the application from the TRTF website at www.trtf.org beginning November 1, 2011. All applications must be *received* by 5:00 pm by Thursday, February 23, 2012. 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 2012-2013 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 (info@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 February 23, 2012.

Grant Application Review:

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

Notification of Grant Recipients:

The names of the 2012-2013 grant recipients will be announced at the 2012 Convention of the Texas Retired Teachers Association during the Foundation luncheon. The convention will be held in Houston on March 25, 26 and 27. Winners do not need to be present and will be notified by telephone and/or by e-mail after the convention. Recipients may be asked to participate in a survey after receiving the grant money.

Additional Information or Questions:

Interested applicants can find additional information in the "Scholarships & Grants" section of the Foundation website (www.trtf.org), or by calling the Foundation office at 512-476-1622 ext. 107 or 1-800-880-1650 and asking for Cindee Sharp.

Texas Retired Teachers Foundation
Classroom Assistance Grant Application: 2012-2013

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 23, 2012. Incomplete applications or applications received after the deadline will not be considered.

Applicant's Name(s): _____

Home Address: _____

E-Mail Address: _____ Phone: _____

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: _____

School Address: _____

Project Content/Student Population:

On a separate sheet of paper:

1. Briefly describe the **project content/activities** for which you are requesting this grant, and **how you would utilize the grant funds** should you be selected as a recipient. (Maximum 150 words)
2. Briefly describe the **demographics** of your school's student population and the **socioeconomic condition** of your school district. (Maximum 150 words)

Submit completed applications by 5:00 pm on February 23, 2012:

EMAIL: info@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. 200
Austin, TX 78701