



REQUEST FOR PROPOSALS

Teton Valley Education Foundation

Teacher Grant Program, Due December 15, 2011

Teton Valley Education Foundation is accepting grant proposals from educators and staff of the school district. Grant applications are due Thursday, December 15 at the Teton Valley Education Foundation office. \$2,500 is available to fund ideas from the school community. Below are the steps to take for submitting an application:

Step 1: Download and Review *TVEF Application and Guidelines* at the Teton Valley Education Foundation website, www.tetoneducation.com. The application and grant guidelines are combined into one document.

Step 2: Download and Review [*Grant Writing Tips*](#). This is a one page tip sheet that you can use to ensure your proposal has all the necessary elements the Board needs for review and consideration.

Step 3: Download and Review [*Sample Proposal*](#). We offer this document to help you understand what we consider a strong proposal and help position it for success.

Step 4: Complete the application, either by hand or word processing. In the guidelines, we outline the various means by which you can submit it to the Foundation. All proposals must be approved your building principal, or, if the proposal affects the district as a whole, appropriate district personnel.

Step 5: Check your email for notification about the funding status of your proposal. The TVEF Board makes the grant decisions at the board meeting scheduled after each proposal deadline. (Board meetings are the first Thursday of every month.) Grant contracts are then delivered to your school mailbox or will be emailed.

Step 6: If your proposal is funded, you will need to submit a Final Report by the deadline listed in your grant contract. When you are ready, download the [*Final Report Guidelines*](#) on the website.

If you have any questions or problems, please contact us via email at dtemple@tetoneducation.com or call 201-0147. Thank you!