



## Teacher Action Grant Program 2008/09 Frequently Asked Questions

### **1. How do I know if I am eligible for a Teacher Action Grant?**

Classroom teaching staff in any classroom at a Preschool for All participating site are eligible to apply, as members of a Teacher Team, to the Teacher Action Grant Program.

### **2. What kinds of activities will Teacher Action Grants support?**

Teacher Action will support a group of teachers – referred to as a Teacher Team – to engage in almost every type of professional development imaginable. However, there are a few exceptions. Teacher Action Grants will not provide funding for field trips, out-of-state travel, food, capital outlay (such as purchasing playground equipment), or salaries.

Example of Types of Projects Likely to Receive Awards:

Working with a coach to develop teacher knowledge and skills on how to enhance mathematical thinking, numeracy and reasoning skills, which provide rich mathematical experiences for preschool children.

Teachers attending a diversity training institute resulting in changes in practice and environment to better affirm cultural backgrounds, family structure, language and customs of children and families served.

### **3. Are there restrictions on the types of projects funded by Teacher Action Grants?**

Grant funds may not be used to: pursue degrees, pay indirect costs of salaries, or support out-of-state travel costs, capital outlay purchases, or large equipment.

### **4. How many teachers must be involved to be eligible for a Teacher Action Grant?**

Two or more teachers must be involved to be a team. Teacher Teams may consist of people from different PFA classrooms or combinations of teachers from different PFA participating agencies. Family child care providers (FCC) can team up with other FCC providers as long as they are PFA participants.

### **5. Can individuals from sites with several PFA classrooms submit more than one Application?**

One application will be accepted from PFA sites with two (2) or fewer PFA classrooms.

The Teacher Action Grant Program will accept up to two (2) Applications from PFA sites that maintain three (3) or more PFA classrooms.

Two applicants from the same site cannot submit identical applications to increase their spending limit. Proposals must be written by the person(s) participating in the Teacher Action Project. Proposals written by other parties will not be considered.

Applicants may only submit **ONE** application. Applications are judged on quality not quantity. Identical applications will not be considered.

**6. Why do I need a Fiscal Sponsor signature? (for Center-based programs)**

Teacher Action Grants will not be made to individuals. A Fiscal Sponsor signature is needed from a Program Director or other fiscal supervisor within your organization to verify your program's willingness to receive the funds on behalf of the Teacher Team, and to make those funds available for the purposes of implementing your Teacher Team's project.

Teacher Teams from PFA sites that are part of large organization – such as SFUSD, SFSU Head Start, or City College – should consult with a Program Director or other supervisor in the organization to ensure that these kind of small grant funds can be received and accessed by the teachers without excess difficulty.

**7. What is the role of the Fiscal Sponsor?**

The Fiscal Sponsor provides overall support to the teachers carrying out the grant project, receives the grant fund and facilitates its use by the teacher team, ensures that all the grant reports and applicable receipts are submitted to First 5 as required by the Grant Application.

**8. Who is the Fiscal Sponsor for the family child care provider?**

The owner of the family child care home is considered the Fiscal Sponsor.

**9. Can the Fiscal Sponsor help with developing the proposal?**

The Teacher Action Grant is a special initiative for teachers to design their own professional development experience. Administrators can support teachers in many ways as needed but the ideas and activities proposed in the grant should come from the Teacher Team, and be implemented by the same.

**10. Can parents be involved in the project?**

First 5 San Francisco recognizes the value of parent/teacher partnership. If there is a way to incorporate parents in your activities without losing site of the goal for enhancing professional development of teachers, then we highly encourage it.

**11. What if my project and/or prices change after I am awarded?**

Please contact PFA immediately if you have changes to your project. In terms of prices, it is hoped that your proposed budget is realistic, but there is flexibility between categories. For example, if the cost of training actually comes in lower than projected, but the cost for substitutes comes in higher, a trade-off in funds is permissible. However, there are no supplemental funds to increase grants once they are awarded. Expenses incurred beyond grant limits are the responsibility of the grantee.

**12. Can the selection committee make adjustments to my budget?**

Yes, if they feel you have under/ over budgeted or submitted unrealistic/unfounded estimates in your proposal.

**13. Will there be additional funds available?**

No additional funds will be made available this year. If Teacher Action Grants are effective in supporting continuous professional and program development, we hope to be able to continue to make these funds available in future years.