Frequently Asked Questions
Read and follow all instructions for success!

Last Updated December 2016. Visit mccartheydressman.org and click HELP for updates

Apr 16 – Jan 14
PREPARE

• READ all instructions and FAQs
• REVIEW funded project summaries and blogs
• PLAN your project
• PREPARE your submission content (see application questions below)
• ASK for letters of recommendation and collect email addresses of reference providers

Jan 15 - Apr 15
SUBMIT

• PREPARE as stated
• CREATE your application apply.mccartheydressman.org
• NOTIFY your reference providers you are submitting their name as a reference
• SUBMIT as early as you can (applications will no longer be accepted after we reach 350 submissions, even if it is before the April 15 final deadline)

Other Important Dates

• JUNE – Applications reviewed
• JULY 15 – Awards announced
• AUGUST 15 - Grants disbursed
• JANUARY 31 – 1099s mailed
Questions about applying

• Can I download a copy of the application before applying?
  o On each specific application page you can access a .PDF version of the application questions.

• Are the grants awarded to individuals or institutions?
  o Awards are made to individuals. While you can have a team representing an institution, only one person can be the recipient.

• Which grant do I apply for?
  o The Academic Enrichment grant focuses on the student’s enrichment. The Teacher Development grant is geared toward the improvement of teachers’ abilities. We recommend that all applicants review funded project summaries on our website to see what we have funded for each type in the past.

• May I receive copies of last year’s awardees’ applications/complete program descriptions?
  o We do not provide copies of any previous winners’ applications. Project summaries of funded projects are available on our website.

• Are teachers allowed to apply for both an Academic Enrichment and a Teacher Development Grant in the same year?
  o You may apply for both grants in the same year. Keep in mind these two programs are distinctly different so it would not be appropriate to submit the SAME application for both grants. They should be two very different proposals and have different names. We recommend you use unique letters of recommendation as you will be speaking to two totally different types of programs.

• Our proposal is a collaboration between a school, a non-profit organization, and parents— who should be the applicant?
  o Whoever will actually be “the point person” in charge of the project or program should be the applicant.

• Are reference letters required for the applications, (or just reference contact info)?
  o Letters of recommendation are required for both grant and scholarship applications. PLEASE NOTE you can not upload the reference letters for your letter providers. Here is the process required for acceptance of your letters:

   Complete all application sections
   Submit email addresses for letter providers
   Wait for letter providers to upload their recommendations
   View status of letter or reset email address within application dashboard
   Submit when at least 3 letters have been uploaded

  o Applicants will be asked to submit email addresses of those who will be authoring letters of recommendation. The following information is provided within the application regarding letter submission:
    ▪ Letters of recommendation are required for both grant and scholarship applications.
    ▪ Applicants will be asked to submit email addresses of those who will be authoring letters of recommendation. You will need at least three (but no more than five) individuals (professors or others who know you well) to submit a letter for you by providing their email address within your application. Make sure you enter these email addresses accurately and that you have already informed these individuals that you are using them as references!!
    ▪ Your application must include 3 recommendations. All recommendation letters must be uploaded here by the authors of the letters of recommendation BEFORE the application due date (April 15) OR before we reach 350
application submissions. Letters must be uploaded before you can submit your application. The individual whose address has been provided will receive an email with instructions for uploading a reference letter in one of the following document formats: .doc, .docx, .txt, .pdf, .jpg, .jpeg, .tiff, .tif.

- You are responsible for communicating with letter authors regarding the submission process. We strongly recommend you communicate with the individuals providing your letters in advance asking them to add info@mccartheydressman.org to their approved contacts so that they do not miss the message. They should look for a message with the subject line “Recommendation for ________.”
- If you are applying for a grant, please make sure at least one letter reflects project approval from the principal/director of your institution if your project is conducted at a school or agency.
- Your recommendation letters should address your academic abilities and achievements thus far, your character, and your promise as leader of your proposed program or your promise as a teacher.
- When you return to your online application, you will see that the reference status is ‘pending’ if an upload has not been received or ‘complete’ if it has been received. Your application is not complete and may not be submitted until you have at least three letter files uploaded.
- Each time you request a letter to be sent from an individual, they receive a new link for submitting the letter which invalidates the old link. If you have requested their reference multiple times, they may have received more than one email. The recipient will need to locate the most recent email and use that link to submit their letter.
- NOTE: Letters must be uploaded before April 15 so that you still have time to submit your application before the deadline. At least three letter files must be attached in order to submit your application. Remember, a limited number of applications are accepted every year and the application will close early if that limit is reached. Submit your application early!

- If I am applying for a scholarship, does my official transcript need to be received by April 15?
  - Please attach an unofficial transcript to your online application by the deadline. Mail an official transcript to the foundation as early as possible.

- Are there any geographical restrictions on the grants?
  - No.

- Are the scholarships limited to specific schools?
  - See the scholarship page for eligible institutions.

- Is mentoring included with grants and scholarships?
  - A trustee of the foundation will mentor a grant program or a scholarship recipient.

- What is the maximum budget for an Academic Enrichment or Teacher Development proposal?
  - The annual budget for each year must not exceed $10,000.00 for a maximum budget of $30,000 over three years. Eligibility requirements must continue to be met for each funding year.

- Do all projects have a three year budget?
  - You may apply for a one, two OR three year grant. You do not need to apply for all three years.

- Can you provide guidelines for allowable budget items for the grants?
  - We don’t provide guidelines for the budget. The trustees rely on the grant writer to display the appropriateness of their proposed budget items and look to this when making selections. Books, materials, art supplies, stipends, technology, etc., are all within the scope of allowable budget items. Travel expenses are not often funded but are sometimes considered depending on the overall scope of the project. Stipends are considered but should not be the bulk of the budget.

- Can I apply right up until the deadline?
  - Get your app in early and save yourself the stress! Because 90 percent of the applications come in during the last few days, we recommend you do not wait until the deadline to submit. In the event that we reach the application limits stated on our homepage, we close the application and no longer accept submissions. You can track the
number of submitted applications on our website. This information is updated regularly during the application period.

- **Will I be able to budget funds for use the summer after I apply?**
  - Grants are not disbursed until August 15 of the application year. Please carefully review our Important Dates section on this page.

### Questions about receiving funding

- **How are the funds disbursed?**
  - Funds are disbursed by check to the address listed on the application, so be sure that the address listed can receive USPS and/or FedEx mail on or around August 15. If your check is being mailed to your school, please make sure your address includes ‘in care of’ instructions.

- **Are these grants considered taxable income for the recipient?**
  - A 1099 form is issued to the individual who receives the grant (therefore the check.) The person receiving the 1099 would subtract the amount of the expenses from the total received. The only thing that should be taxable to the individual would be a stipend issued to him or herself.

### Additional questions

- **What is the best way to contact us?**
  - Before you reach out, make sure your question is not already answered above.
  - Email us from the same address you used for your application. Make sure the email address you list is accessible and active during the entire year (especially during the summer). You can use our Contact Us form for additional assistance.

- **Can I print a copy of my application?**
  - Select print from your web browser while within your application.
Teacher Development Grant
Application Questions

Notice: This is NOT AN APPLICATION. It is a resource to help you review questions in advance so that you can prepare to submit them online. Applications can be saved and edited before they are submitted. To access the application, visit mccartheydressman.org and click on Login.

Important: Read the FAQs and Important Dates page at http://mccartheydressman.org/faqs-important-dates/ page before completing your application.

Background Information

<table>
<thead>
<tr>
<th>Project Title</th>
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<tr>
<td>Personal Title (Mr., Mrs., etc)</td>
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<td>First Name</td>
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<td>Last Name</td>
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<td>Email Address - Make sure the email address you list is accessible and active during the entire year (especially during the summer).</td>
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<td>Address Line 1</td>
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<td>Address Line 2 (optional)</td>
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<td>City</td>
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<td>School Name</td>
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<td>School Year Phone Number</td>
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Narrative

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<th>Order</th>
<th>Question</th>
<th>Word Count</th>
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<tr>
<td>1</td>
<td>Describe your project and how it will contribute to the development of participating teachers.</td>
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<td>2</td>
<td>Please provide at least two references (models, books, or research citations) related to your project.</td>
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<td>3</td>
<td>Describe your school/organization and the individual teacher or team of teachers who will participate. Include pertinent school demographics. Be specific.</td>
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<td>4</td>
<td>Describe how your project meets these criteria: *Will differ from your teaching in the past *Will improve instruction *Will contribute to the development of teachers *Will increase student learning</td>
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<td>5</td>
<td>Inquiry, Reflection, Documentation *What questions will guide your learning? *In light of your questions, how will you document teachers' learning? *In light of your questions, how will you document students' learning?</td>
<td>200</td>
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Describe the product(s) you will use to disseminate this project to other groups of teachers. (Examples: teachers' reflective journals, set of lesson plans, DVD, power point, etc.)

Describe your plan to implement the project, including timelines and specific projects.

Budget

Year 1

<table>
<thead>
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<th>WHAT WILL THE MONEY BE USED FOR?</th>
<th>HOW ARE THESE EXPENSES RELATED TO YOUR PROGRAM?</th>
<th>WHEN WILL THE MONEY BE SPENT?</th>
<th>AMOUNT OF MONEY NEEDED</th>
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Year 2

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Year 3

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Reference Letters

Note: You'll provide this contact information for Sender 1, Sender 2 and Sender3. Senders will receive information by email so make sure the email address is correct. Must submit at least 3 recommendations.

First Name
Last Name
Address 1
Address 2
City
State
Zip
Email
Phone Number

All recommendation letters must be uploaded to the online system by senders before you can submit your application.

- We ask you to invite at least three (but no more than five) letters of recommendation from professors or others who know you well. A maximum of five email address spaces are included. You may not reset these email addresses once submitted.
For scholarships, your recommendation letters should address your academic abilities and achievements thus far, your character, and your promise as a teacher. If you are applying for the Teacher Development or Academic Enrichment grants, the recommendation letters should address the individual’s leadership abilities as well as how the project will make a difference in the school or community. The individual whose address has been provided will receive an email with instructions for uploading a reference letter in one of the following document types: .doc, .docx, .txt, .pdf, .jpg, .jpeg, .tiff, .tif.

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