November 2020

- Step back and reflect: Think about your students’ needs and your needs as a practitioner
- Find a thought partner to bounce ideas off of
- Craft your learning goals
- Explore eligible destinations that address your learning goals
- Collaborate with colleagues to broaden your thinking
- If planning a team proposal, identify your teammates, assign roles and create a co-planning calendar

December 2020

- Map your rationale and purpose, and project description
- Outline your proposal, addressing each element of the rubric
- Identify and contact experts
- Research costs and begin to assemble your budget
- Write your first draft and share it with a colleague or coach

January 2021

- Receive feedback from peers and other trusted sources on your draft proposal
- Use this feedback to strengthen areas that need more research or depth
- Share your proposal with 5-6 people from different backgrounds
- Revise, revise, revise!
- Submit your application online by January 21, 2021, 5PM CST

April 2021

- Award notifications made by email.

Apply at fundforteachers.org by January 21, 2021