

# The Inside Scoop:

Helpful Hints on How to Apply for a Project Stipend  
June 2021



# Timing

- All applications are due April 1
- There are two forms ~ returning and new
- All documentation must be submitted in ONE email
- All applications are submitted to the Vice President of Projects and Programs
- Encouraged to ask for return receipt that the email was delivered



# Helpful Hint: Timing

- Generally the applications received earlier are better
- Often those submitted on the due date are not as strong
- Consider early in the year if you want to apply
- Take your time to develop a strong application
- Have others read over it and ask for their input
- Revise and polish as needed



# Mission

- Directly link the project to:

**"Educational Excellence for Texas Students" or  
"Professional and Personal Growth of Educators in  
Texas"**

- Do not just restate the Mission
- Tell us how it is directly linked and will fulfill the Mission



# Helpful Hint: Application

- Follow the application guidelines carefully
- Use the headings but be sure your Narrative expresses your passion for the project and the need
- Be as specific as possible
- Include things like the demographics of the project's population, where it is located (including the school district), describe the project in detail, and indicate if received a prior stipend (indicate the year/s) and if so, when and for how much.



# Timeline

- Include a true timeline
- Not a checklist or goal list
- Consider using a chart divided by months
- Indicate what will be done throughout the year and include who will be involved ~ do this for all the different parts of the project
- Directly link activities from the timeline to the action items your members will be involved in each step of the way.



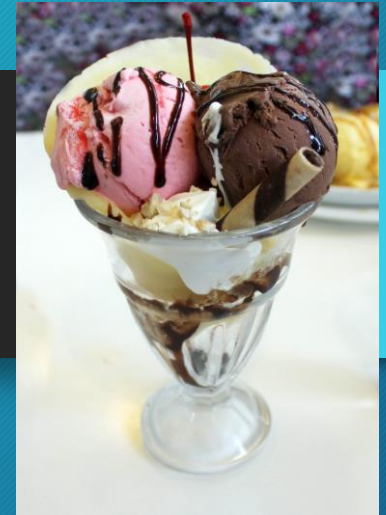
# Helpful Hint: Timeline



- Be as specific as possible
- Involve all members or as many as you can
- We need to see preparing for the project, during the project, and after the project actions
- Consider using PRIOR, BEGINNING, MIDDLE, AND END

# Funding

- List other sources of funding besides ASTEF
- Indicate how you, your chapter, and your individual chapter members support ASTEF
- Include how the project would be impacted if you did not receive a stipend or if the stipend funding is less than you requested
- Be as specific as possible





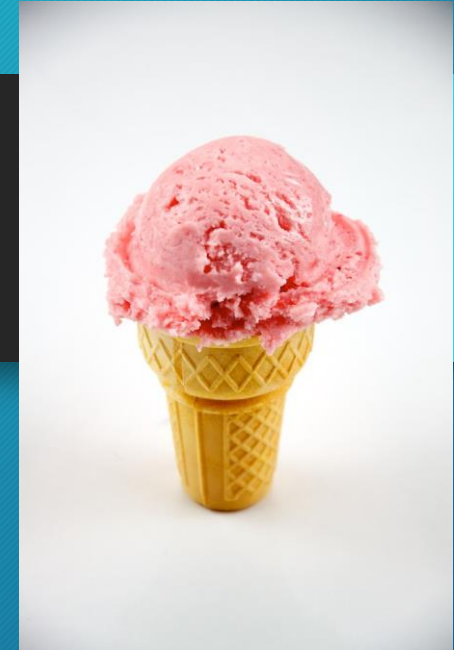
# Seed Money ~ Start Up Funds

- Stipends are intended to be  
“Seed Money”  
“Start Up Funds”

Consider closely the amount of money you are requesting

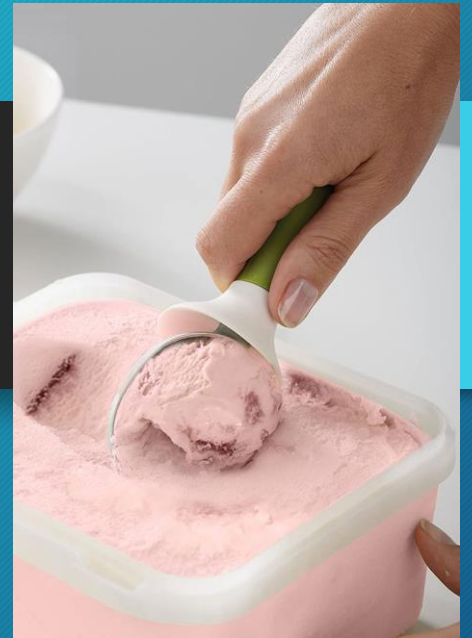
If this is a returning application, generally the amount of money requested should be less than your original application's request

Projects *can* be funded for more than one year but will likely not be funded after three consecutive years as the expectation is for the project to be well established and sustainable



# Helpful Hint: Funding

- Support for ASTEF needs to be clear  
This includes financial and non-financial ways  
Both as a chapter and individual members
- Money requested should be reasonable
- Projects are seldom funded for a fourth consecutive year



# More than a Gift

- Projects need to be:
  - Impactful
  - Creative
  - Innovative
  - Educational

Need to be more than a gift! Back your project with action!



# Chapter Involvement

- Your application needs to outline the role of your members
  - Be specific as to how many will be actively involved
  - Explain how they will be actively involved ~ Give us details
  - The project must have measurable chapter involvement
- 
- NOT just a gift, but a relationship among the receiver and the chapter needs to be outlined



# Helpful Hint: Involvement

- Ideally ALL chapter members are involved in some way
- The more involved the better
- Tell us what they are doing to support the project
- Include this in your timeline too



# Measurable

- How will you measure the success of the project?
- What will be used to measure the success?
- Who will be involved in the measurement?

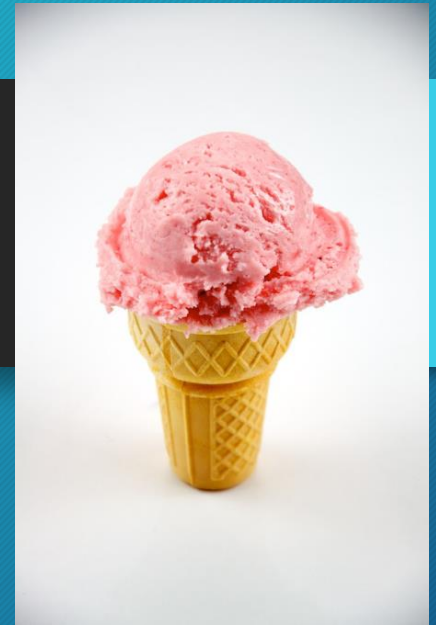
- *Some Ideas:*

*Quick Surveys - Survey Monkey, Poll Everywhere, Google Form ~ Consider 3 times a year*

*Develop checkpoints and gather prescribed feedback*

*Personal Interviews with participants and chapter members*

*Recommendations for improvements, additions or deletions from chapter executive board*



# Rubric

- All applications are scored by the Programs and Projects Committee members
- A rubric is used to score each application
- All scores are averaged and averages are ranked
- From there funding is awarded



# Questions?

- Questions from the floor
- Power Point will be posted on ASTEF website ([www.astef.org](http://www.astef.org))
- Refresher Breakout Session on Zoom is being planned for early next year
- All ASTEF Directors are willing to help at any time





# Scoop, there it is!



- Proud of the accomplishments of ASTEF Projects ~ 2012 to present
- Takes all of us for this to continue by making contributions annually
- The committee must work purposefully to insure all monies are used wisely and for the project's intent

**APPLY... YOU CAN DO IT! THAT'S THE SCOOP!**

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