



## Grants for Innovative Teachers Program Application Information and Instructions

**To:** Grants for Innovative Teachers Program Applicants

**From:** Jennifer Holbrook  
The Junior League of Albany, Georgia, Inc.  
Teacher Grants Coordinator

**Date:** November 16, 2023

**Re:** Grants for Innovative Teachers Program Application Process

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We appreciate your interest in the Grants for Innovative Teachers Program. This program is funded by the Junior League of Albany, Georgia, Inc. to provide grants up to \$500.00 for each individual teacher to initiate programs which supplement their classroom curriculum. This program is available to public or private school teachers in Dougherty, Lee, Terrell, and Worth counties. Teachers applying for this grant should carefully read and comply with the following guidelines, or the application will not be deemed acceptable for judging. The following are our application guidelines:

1. The Junior League's Grants for Innovative Teachers Program committee considers four (4) factors in evaluating the application: creativity; benefit to the students; efficient use of grant funds; and adaptability of the project for use by other teachers and students.
2. The teacher who is submitting this application must be a classroom instructor who is in daily contact with the students who will be participating in this project. Applications must be submitted by individual teachers, not as a group. Only one (1) application can be submitted per teacher.
3. Completed applications must be received by December 31, 2023. **We will not consider funding any applications that have been received after December 31, 2023 regardless of the reason.** You can also submit your application electronically to [jholbrook324@gmail.com](mailto:jholbrook324@gmail.com). Our mailing address is:

The Junior League of Albany, Georgia, Inc.  
Grants for Innovative Teachers Program  
Attn: Jennifer Holbrook  
P.O. Box 71627  
Albany, Georgia 31708



4. Applications will be reviewed anonymously by the Junior League's Grants for Innovative Teachers Program committee.
5. To apply for a grant, please complete the attached application and return **one (1) copy of the cover sheet and one (1) copy of the Grant application form**. Please note that the name of the grant applicant as well as your respective school should **only** appear on the cover sheet, not on the application. This would prevent a blind judging process and disqualify the application.
6. All grant applications must be submitted typewritten or neatly handwritten and must be completed within the space provided. Do not attach additional pages to the grant application. Fill-in forms are available on our website at [www.jlalbany.org](http://www.jlalbany.org).
7. Please note that your Principal's signature is required on our application cover sheet to be accepted for review. An electronic signature will be accepted on those submitted via email.

**Failure to comply with any of the above application guidelines deems any submission unacceptable for judging.** The winning projects must be implemented during the months of February 2024 through April 2024. They will be reviewed by a member of the Grants for Innovative Teachers Program committee during this time frame. In the event your grant proposal is accepted, you will be required to submit a detailed financial report with all original receipts attached for reimbursement within two (2) weeks of completing your project or by April 15, 2024, whichever comes first. Also, we are requiring that you submit the completed Program Final Evaluation Form and photographs of your project. A final evaluation is required by our grants committee prior to submitting your payment. **Failure to abide by our deadlines will result in non-payment.**

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**Application deadline:** December 31, 2023

**Winners will be notified by:** January 31, 2024

**Financial Report due by:** April 15, 2024

**Attached documents:** Cover Sheet and Grant Application Form

**For additional information, please contact:**

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