

Tift County Foundation for Educational Excellence, Inc.

January 11, 2016

Dear Educator,

Happy New Year! The Tift County Foundation for Educational Excellence, Inc. is a non-profit organization with a mission of fostering excellence in Tift County Schools. We support this mission through endowment programs, teacher incentive grants, the Accelerated Reader Program, and co-hosting an annual “Excellence in Teaching” awards ceremony and banquet.

We are excited to kick off another year of incentive grant opportunities for the Tift County Public School System. Since 1990, we have been able to supplement the efforts of Tift County Educators by awarding over \$438,000 in incentive grant money. In 2015 alone, we awarded incentive grants totaling \$21,919 (please visit www.tcfée.org for a list of the 2015 grants awarded). We are looking forward to awarding incentive grants again in 2016 and encourage you to apply!

Instructions for the 2016 Incentive Grants are as follows:

EDUCATORS:

1. Complete the attached Grant Application. This is a fill-in form. Please do not veer from the structure of this form; it is important that all teachers use this format for purposes of streamlined information for our Incentive Grant Committee.
2. Submit your completed application to your school’s principal no later than February 16, 2016, unless the principal requires an earlier date, for principal approval.

PRINCIPALS:

1. Collect & review all applications by February 16, 2016.
2. Sign each application & mark whether or not you approve the request. **APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THIS.** For any applications that you do not approve, please notify the teacher that their application was not approved for TCFEE consideration.
3. Place all applications in an envelope/folder. A representative from the TCFEE will pick them up on February 19, 2016.

CENTRAL OFFICE:

1. By February 26, 2016, TCFEE will provide you with a “Received Grant List Summary” form along with a copy of the applications.
2. Complete the “Received Grant List Summary” approval column, indicating which grants are approved by Central Office for TCFEE funding consideration, and return the summary to TCFEE by March 11, 2016. Your copy of the grant applications may be kept for your records.
3. Promptly inform school principals of any applications that were not approved by the Central Office.

TCFEE liaisons will meet with school principals between March 21, 2016 and March 30, 2016 to discuss applications and get feedback from the principals regarding any additional information the Incentive Grants Committee may need to be aware of.

All grants applications that have been approved by the school principal and the Central Office will be reviewed by the TCFEE Incentive Grants Committee and the selected applications will be approved by the TCFEE Board in May 2016. Awarded grants will be announced in May 2016.

We encourage you to take advantage of the 2016 incentive grant opportunity! Thank you for the opportunity to work with you on our endeavor of fostering excellence in Tift County Schools.

Respectfully,

Keri Jones, CPA and Marianna Keesee
Tift County Foundation for Educational Excellence Board Members
2016 Incentive Grants Committee Co-Chairs