CenturyLink Clarke M. Williams Foundation Teachers and Technology Grants
Application Guide for Teachers

Please review this document in full before submitting your application.

Eligibility:
- Must be a full-time classroom teacher in a PreK-12 public, private or charter school in EITHER a CenturyLink residential service area OR one of the following core Corporate locations: Ouachita Parish, LA; Johnson County, KS; Tulsa County, OK or St. Louis County, MO.
- The applicant must be the teacher who will be executing the grant and using the requested items in their classroom.
- Applications should not be submitted by principals, grant writers, technology coordinators, school-board members, PTOs, parents or anyone other than the teacher that will be executing the grant.
- If you are not sure if your school is in a CenturyLink residential service area; visit our website and enter the address of your school to verify if CenturyLink services are provided there.

Application:
- Applications must be submitted at www.centurylink.com/teachersandtechnology.
- Only online applications submitted through this site will be considered.
- Applications must include a budget form and a certification form. The certification form must be signed by the teacher and principal. If this form is not included with both signatures at the time that the application is submitted, the application will be declined.
- Our process requires a blind review by our reviewers. Because of this requirement, there are several sections of the application where you will be instructed not to include identifying information. This includes your name, school name, district, city, mascot or anything else that would help a reviewer to identify the applicant or the applicant's school. If any of these details are included in those sections, your application will be declined.
  - Please note: This includes the name of and content within your budget document.

Grant Amount:
- Grant requests should range from $500-$5,000. Grants submitted for more than $5,000 will be declined.

Schedule:
- The application window for the 2019-2020 CenturyLink Teachers and Technology Grants is open until January 12, 2020 (Midnight - Eastern Time).
- Grant recipients will be notified of their selection and receive their grant checks between April 1 and May 15, 2020.
- All other applicants will receive a decline email on May 16, 2020.
  - Please do not request notification on your grant status prior to May 16.
- Grant funds should be spent and equipment should be in place by the beginning of the 2020-2021 school year.
Top 10 Do’s and Don’ts when applying for a CenturyLink Clarke M. Williams Foundation Teachers and Technology Grant

1. **DO** read and follow the directions on the application.

2. **DON'T** wait until the last minute to apply. Our application requires a signature from your principal and we cannot accept applications for any reason after our deadline of midnight (Eastern) on January 12, 2020.

3. **DO** review your application with the person in your school or district who oversees technology purchases to be sure that your application meets your district or school’s requirements and policies BEFORE you submit the application.

4. **DON'T** include identifying information including your name, school name, mascot, district or city in the following sections:
   - Project Title
   - Project Narrative
   - Project Description
   - Budget worksheet
   - Budget narrative

   **For Example:**
   - Projects titled: Mrs. Smith’s 3rd Grade Coders, Tigers Taming Technology or Richardson High Robotics would be automatically disqualified as they include the teacher’s name, mascot and city or school name.
   - Including identifying information such as the city name in the narrative such as: “After experiencing significant flooding last year, Oakmont schools are looking to rebuild better than ever”, would also lead to an immediate disqualification.

5. **DO** plan ahead and follow the schedule of the program. Late submissions cannot be accepted for any reason.

6. **DON'T** contact CenturyLink seeking details on your grant status between January 12 and May 16.
   - Grant recipients will be notified of their selection and receive their grant checks between April 1 and May 15, 2020.
   - All other applicants will receive a decline email on May 16.
   - A full list of all grant recipients will be posted on [www.centurylink.com/teachersandtechnology](http://www.centurylink.com/teachersandtechnology) on May 16.

7. **DO** get creative! Our goal is to help teachers implement technology into their classrooms in innovative ways to help engage their students in STEM concepts.

8. **DON'T** plagiarize an application. Submit a unique application created by you for your students. All duplicated applications or applications that are clearly copies with only a few words changed will be immediately declined.

9. **DO** ensure that your budget narrative and budget spreadsheet match and that the numbers represented in each are the same as the amount you are requesting.

10. **DO** proofread your application and double check your attachments before submitting your application. Applications without a valid budget form or a valid certification form will be declined. We will not make changes to applications for you once they are submitted.