**Jan Chase Rutz
Annual Classroom Grant
Background and Application Instructions**

The Jan Chase Rutz Family Foundation was established in December 2006 in memory of Jan. She graduated from the University of Wisconsin, Madison, School of Education and Fairfield University, Fairfield CT Graduate School of Education. She worked as an elementary school teacher and staff developer in the Stamford, CT Schools and as a middle school guidance counselor in Pinellas County Schools in Tarpon Springs and Palm Harbor, FL. Grants are restricted for educating the young people of our community with preference being given to public elementary and middle school classrooms. Jan's legacy will go on forever through this fund.

GRANT REQUEST

BACKGROUND
The creativity of classroom teachers is often hindered by the lack of funding to implement innovative lessons. Teachers often use their own personal assets to procure special materials in order to make learning more interesting and cognitive for their students.

PURPOSE
The vision of this grant is to provide funds to support teacher directed classroom innovation that enriches the student's learning process. Grants from the fund shall be solely for these educational purposes. Grants shall not be used for teacher training, field trips, or items that are covered by textbook or instructional materials flex funds provided by the district/state. Preference will be given to teachers of public school elementary and middle school classrooms.

ACTIVITIES/RESULTS
The grant request must be created by the classroom teacher who will be utilizing the funds. The application will ask for the following information:

- whether the school is public or private
- the grade level and number of students in the class(es)
- subject and topic being taught
- how this project is innovative and how learning outcomes can be measured
- cost of the project materials
- willingness to share results and learning impact with other educators (reporting back to the funder is not required)
- amount requested **(maximum grant amount is $600)**

Grant Application Instructions

The application process for the Jan Chase Rutz Family Foundation grant must be completed online. The application is a form that is completed and submitted through Community Foundation Tampa Bay's online application portal. Please follow the instructions below to apply.

1. Navigate to our online application portal:
   https://www.grantinterface.com/Home/Logon?urlkey=tampabayschol

2. If you have previously applied for a grant in the portal, log in with your username and password. If you have forgotten your password, please use the 'Forgot your Password' link to reset your password. Otherwise, click the 'Create New Account' button.
   a. Enter the required information and click the 'Next' button.
   b. Create a password. Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%&*()_
   c. Select an option on the email confirmation page and click the 'Continue' button.

3. Click 'Apply' on the menu at the top left of the page.

4. Enter Access Code in the Search bar at the top right of the page: RUTZ26, then click the 'Enter Code' button.

5. Review the grant guidelines and click 'Apply' to continue.

6. Complete all the questions on the application and click 'Submit Application'.

   * *If you are not able to complete your application in one sitting, click the 'Save Application' button. You can log in and continue your application when you are able to.*

7. Click the 'Submit Application' button when you have completed the form. Please do not submit your application until you have provided all the required information.

TIMELINE

October 27, 2025, 11:59 p.m.	**Application Deadline**
December 17, 2025	**Outcome Notifications Sent**
December 19, 2025	**Payments sent via USPS**

Please note: *Future emails regarding your application will come from the online scholarship system. Please watch for emails from: CFTB Scholarships administrator@grantinterface.com. Mark this as a safe email address so that you don't miss any notifications.*

**For technical issues or questions about the application contact
Jessica Scites at jscites@cftampabay.org.**