



**Loudoun Education Foundation  
Teacher Grant Application  
Fall 2014**  
(Grants to be used in 2014-15 School Year)

**Deadline for Receipt of Applications:            Friday, October 17, 2014**

Send **typed** application, expanded as necessary but not exceeding five pages (not including lesson plan), through the LCPS Mail (Pony) to:

**Loudoun Education Foundation**  
Administration Building  
Attn: Linda Russ, Office Manager

Questions may be directed to either Dawn Meyer at [Dawn.Meyer@lcps.org](mailto:Dawn.Meyer@lcps.org) or Linda Russ at [Linda.Russ@lcps.org](mailto:Linda.Russ@lcps.org).

**Application Checklist**

- Completed Part 1**
- Completed Part 2**
- Completed Part 3**
- Completed Part 4**
- Provided an itemized budget**
- Attached a sample lesson plan**
- Included a 1 paragraph description of your project**

**Loudoun Education Foundation Teacher Grant Application Fall 2014**  
**(Grant Projects funded are for 2014-15 School Year)**

**PART 1: PROJECT INFORMATION**

Project Title	
Subject Area(s)	
Grade Level(s)	
# of Students Involved	
Total Project Cost	\$
Amount requested from LEF (not to exceed \$500 for a classroom grant)	\$

**PART 2: APPLICANT INFORMATION**

Teacher(s) Submitting Proposal	
Name of Project Team Contact	
E-mail of Project Team Contact	
Name of Principal	
School Name	
School Address	
School Phone #	(     )

**PART 3: REQUIRED APPROVALS**

Signature of Applicant	Date
Signature of Principal	Date

The Loudoun Education Foundation is committed to protecting your privacy. By submitting this application, you accept the Foundation's privacy statement and limitations as stated on our web site.

**Part 4: PROJECT DETAIL for \_\_\_\_\_**

(Project Title)

*The questions below in Italics suggest opportunities for applicants to describe their projects in detail to the Selection Committee. Consider them as you complete this application, and address them as appropriate to showcase your project.*

<p><b>Brief Project Description</b></p> <p><i>What is the goal of the project?</i></p>	
<p><i>What are the key activities?</i></p>	
<p><b>Project Participation</b></p> <p><i>Identify the teachers and staff participating in this project.</i></p>	
<p><i>Describe the student population actively participating in this project.</i></p>	
<p><i>How are students chosen to participate? Is student participation mandatory or voluntary?</i></p>	
<p><b>Project Goals &amp; Objectives</b></p> <p><i>How do project goals support your department's/school's improvement plan?</i></p> <p><i>What are the specific learning objectives?</i></p> <p><i>What impact on your students do you expect as a result of this project?</i></p>	

<p><b>Methods &amp; Procedures</b></p> <p><i>Describe the method and procedure you will use to accomplish these goals.</i></p> <p><i>Please attach a sample lesson plan.</i></p>	
<p><b>Timetable &amp; Schedule</b></p> <p><i>When will the project begin and end?</i></p>	
<p><i>What are key benchmarks along this timeline?</i></p>	
<p><b>Method of Evaluating this Project</b></p> <p><i>How will you assess the effectiveness of activities?</i></p> <p><i>Who will be involved in evaluating the project?</i></p>	

<p><b>Project Budget</b></p> <p><i>Itemize how LEF funds will be used.</i></p> <p><b><u>Note: Failure to submit an Itemized budget will result in Rejection of the grant request.</u></b></p> <p><i>What other sources of funding will support this project?</i></p> <p><b>Note:</b> LEF funds may not be used to purchase food items or student incentives, or to compensate LCPS staff.</p>	
<p><i>Please provide a one paragraph description (100 words or less) of your project which could be used for publicity should your project be approved.</i></p>	

All applicants will be notified of Selection Committee’s decision within 60 days of the application due date. Grant money is expected to be used during the 2014-2015 school year unless noted in the Timetable and Schedule section.

Recipients of LEF Teacher Grants are required to submit a summary of the outcome of the project to the Loudoun Education Foundation within 60 days of completion of the project (no later than August 1, 2015).