



**Loudoun Education Foundation  
Fall 2017 Teacher Grant Application**

**Matching funds made available by the ‘*Making a Difference Grant*’  
from the Claude Moore Charitable Foundation**

**(Grants to be used in 2017-2018 school year)**

**Deadline for Receipt of Applications: Wednesday, October 18, 2017**

Application should be **Typed** and **Single-Sided** with **NO Staples**.

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

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

The sample lesson plan does NOT count towards the 5 page total.

Please email the word file of the completed application to [Dawn.Meyer@lcps.org](mailto:Dawn.Meyer@lcps.org)

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).

## **Award Criteria**

Primary consideration will be given to proposals that:

- Involve and/or affect as many students as possible;
- Benefit a diverse student group;
- Are creative and innovative;
- Supplement and/or enhance the standard curriculum and ordinary teaching methods;
- Support a program or project with measurable results;
- Promote inter-classroom, interdisciplinary and/or joint teacher projects;

Proposals will **NOT** be considered if they:

- Compensate LCPS personnel (includes professional development/substitutes);
- Provide money for materials or supplies ordinarily included in the LCPS budget;
- Are not in conformance with stipulated goals of a curriculum area or course of study;
- Require ongoing maintenance;
- Are used to purchase food or student incentive items;
- Do not provide a **detailed budget**.

**Please Note:** Technology requests will only be considered if it is tied to an academic program with measurable results and has the support of a LCPS Technology Supervisor. At this time, LEF is not funding electronic devices for BYOT.

## **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 2017**  
**(Grant Projects funded are for the 2017-2018 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 or \$1500 for a special grant)	\$

**PART 2: APPLICANT INFORMATION**

Teacher(s) Submitting Proposal <i>(Identify the teachers and staff participating)</i>	
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>Project Summary</b></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>	
<p><b>Project Information</b></p> <p><i>Please describe your project. What are the key activities?</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 and Objectives</b></p> <p><i>What is the goal of the project?</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><i>How does your project goal(s) support your departments/schools improvement plan?</i></p>	
<p><b>Methods and Procedures</b></p> <p><i>Describe the method and procedure you will use to accomplish these goals.</i></p> <p><b><i>Please attach a sample lesson plan.</i></b></p>	
<p><b>Timetable and Schedule</b></p> <p><i>When will the project begin and end?</i></p>	
<p><b>Method of Evaluating this Project</b></p> <p><i>How will you assess the effectiveness of activities?</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>At this time, LEF is not providing funding for electronic devices for BYOT</p>	
<p><i>How did you find out about the teacher classroom grant program? (social media, email, PBL101 workshop)?</i></p> <p><i>Have you applied for a LEF grant before?</i></p> <p><i>Have you received a LEF grant before?</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 2017-2018 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, 2018). Failure to submit a summary will preclude you from applying the following year.