

Loudoun Education Foundation Teacher Grant Program

Program Description and Application Instructions

Grants Available

- Loudoun Education Foundation awards classroom grants to LCPS teachers twice a year through its Teacher Grant Program.
- Teachers may submit proposals in the Fall for projects they will implement during the current school year.
- Teachers may submit proposals in the Spring for projects they will implement in the Fall of the following school year.
- The maximum grant awarded to a project is \$500; there is no minimum amount.
- Special grants of up to \$1,500 each are available (see eligibility for special requirements).

Eligibility

- Applications must be submitted by the person(s) who will implement the proposed project.
- Applications for the \$1,500 grant must be either multi-grade, multi-school, or involve participation by an entire grade and benefit a significant number of students.

Award Criteria

Primary consideration will be given to proposals that:

- Affect as many students as possible;
- Benefit a diverse student group;
- Involve students as much as possible;
- 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;
- 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**.

Application Process

- Download and complete the Application Form. (*Note: Submissions must be computer-generated or typed.*)
- Obtain all the required signatures before submitting the proposal.
- Limit the application packet to no more than five (5) pages.
- Adhere to the deadlines.
- Provide a **DETAILED BUDGET**.

Application Availability and Submission Dates

- For the Spring cycle, applications are available at www.loudouneducationfoundation.org in January; the deadline for proposals is in February.
- In the Fall, applications are available at this web site in August; the deadline for proposals is typically mid October.
- See relevant application for specific submission deadline.

Submission Procedure

- Email your completed application(s) to Linda.Russ@lcps.org
- Email your completed application(s) to your principal with instructions for her/him to forward it to me. This confirms for the Foundation that your principal is aware of your application and will suffice as their signature.

Selection Process

- Applications will be provided to the appropriate discipline supervisors for their review and comments.
- All proposals received by the deadline are screened for adherence to criteria prior to being forwarded for review by the Loudoun Education Foundation Grant & Awards Committee. (Proposals received after the deadline will be returned to the Contact Teacher.)
- Awards are made in accordance with the guidelines above. Applicants will be notified of the Grant & Award Committee's decisions as soon as possible.
- Grant recipients are required to submit a summary report no later than 60 days following the completion of the project.

Questions?

If you have questions about the program or application process, please contact either:
Dawn Meyer, Executive Director, Dawn.Meyer@lcps.org or
Linda Russ, Office Manager, Linda.Russ@lcps.org.