

Application Guidelines

1. Grants Available

- a. Loudoun Education Foundation awards Professional Development (PD) funds to teachers and administrators twice a year through a PD Scholarship Program.
- b. The maximum grant awarded to an individual is \$1,000; there is no minimum amount.
- c. Two cycles are scheduled (Spring and Fall) and a total of \$2,500 is available for each cycle.
- d. PD Cycles are as follows:
 - i. Spring PD Cycle pre-approves funding for events occurring July 1 – December 31
 - ii. Fall PD Cycle pre-approves funding for events occurring January 1 – June 30
- e. No application will be reviewed or considered for PD events that have already occurred.

2. Eligibility and Application Process

- a. Download and complete the PD Application Form (*Note: All applications must be typed.*)
- b. All applications for funding must be approved by your supervisor
- c. Submit your application via email to your principal or supervisor AND Linda.Russ@lcps.org:
 - a. If your supervisor approves your application, they must “Reply All” with “Approved” in the body of the email
 - b. Only the original word document of your application will be accepted
- d. Adhere to deadlines
- e. Applications for PD funds will be reviewed and approved or denied by members of the LEF Scholarships committee
- f. If there are more applications for funding than available funds will allow, applications will be prioritized by rubric guidelines

3. Fund Allocation

- a. Funds will be considered for:
 - i. Internal professional development events (speakers and workshops within)
 - ii. External PD events for staff (attending conferences, workshops, webinars, etc.)
- b. Funds are not issued for coursework by teachers enrolled in continuing education
- c. These funds cannot be used to pay membership fees/dues
- d. Classes granting credit cannot be reimbursed with PD funds
- e. PD must be directly relevant to your position
- f. Local travel will only be reimbursed when it falls outside a regular daily, weekday commute to LCPS

Questions?

If you have questions about the program or application process, please contact Linda Russ, Associate Director, Linda.Russ@lcps.org.

Approved: January 2019

Updated: August 2021