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Policy: **Policy for Special Activities Grants**

Purpose: To establish a special activities grants account to provide funding for unplanned educational events.

Background: The Loudoun Education Foundation solicits applications twice a year, in the fall and spring, for established categories of grants, such as its teacher mini-grants, PTA/PTO/support group grants and its larger multi-classroom or multi-disciplinary grant. Moreover, the Foundation discourages the submission of out-of-cycle requests because such requests have the potential of undermining the integrity and predictability of the review process.

However, the Foundation also acknowledges that occasions arise in which adherence to an application calendar may operate to penalize submissions which cannot meet the Foundation review schedule but otherwise are worthy of funding. The purpose of this policy is to articulate the attributes of grant requests submitted outside of the Foundation's review cycle which may nevertheless qualify for consideration.

Applicability: This policy applies to FY 2007-08 and subsequent years.

Requirements: The board will determine the funding level that will be allocated to this program yearly as part of the annual budget process.

In general, the board will not authorize spending for special activities above the funding allocated to this account.

Monies from this account will be spent on a first come first serve basis.

The activity must not be funded *by the school operating budget*, and could not be reasonably included, in the applicable school year budget.

Preference will be given to group activities, rather than individual undertakings.

LEF will not provide more than one special activity grant per school per year.

Special grants will not exceed \$1000 per activity unless approved by 75% of the attending board and sufficient funding is available.

Requested activities should have academic or co-curricular value, and be of demonstrable educational value to the participants.

Grants may not be used to reimburse expenses incurred for a completed project. Projects which were considered for funding by the Foundation during their established review cycle(s) may not be considered for funding under this policy.

Unused monies from any fiscal year cannot be rolled over to the following fiscal year.

8/2007