

# ***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 can submit proposals in the Spring for projects they will implement the following school year and in the Fall for the current school year.
- The maximum grant awarded to a project is \$500; there is no minimum amount.
- Two special grants of up to \$3,000 are available during the Spring application cycle.

### **Eligibility**

- Applications must be in the name(s) of the teacher(s) who will implement the proposed project.
- Applications submitted by a school administrator or staff person will be disqualified.
- Preference is given to proposals that demonstrate support through matching funds, if other grant criteria have been met.

### **Award Criteria**

Primary consideration is given to proposals that:

- Affect as many students as possible and benefit a diverse student group;
- Involve students as much as possible;
- Supplement and/or enhance the standard curriculum and ordinary teaching methods;
- Support a program or project with measurable results;
- Are creative and innovative;
- Promote inter-classroom, interdisciplinary and/or joint teacher projects;
- Have comprehensive, yet succinct applications.

Proposals generally will not be considered if they:

- Compensate LCPS personnel;
- Provide money for materials or supplies ordinarily included in the LCPS budget;
- Duplicate existing programs or projects previously awarded;
- 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.

## **Application Process**

- Download and complete the Application Form. (*Note: Submissions must be computer-generated or typed.*)
- Obtain all the required signatures before submitting your proposal.
- Submit **one** printed copy of your proposal with original signatures. (*Note: On-line submission is not available.*)
- Limit the application packet to no more than five (5) pages.
- Adhere to the deadlines.

## **Application Availability and Submission Dates**

- For the Spring cycle, applications are available at this web site in March; the deadline for proposals is typically mid-April.
- In the Fall, applications are available at this web site in September; the deadline for proposals is typically late October.
- See relevant application for specific submission deadline.

## **Submission Procedure**

- Send completed applications through the LCPS mail (Pony) to:

*Loudoun Education Foundation*  
Loudoun County Public Schools  
21000 Education Court  
Ashburn, VA 20148

- The Loudoun County Public Schools and *Loudoun Education Foundation* cannot be responsible for misdirected or delayed mail.

## **Selection Process**

- All proposals received by the deadline are screened for adherence to criteria prior to being forwarded for review by the *Loudoun Education Foundation* Grant Selection Committee. (Proposals received after the deadline will be returned to the Contact Teacher.)
- Awards are made in accordance with the guidelines above. Applicants are notified of the Grant Selection Committee's decisions as soon as possible.
- Grant recipients are required to submit a summary report upon completion of their projects.

## **Questions?**

If you have questions about the program or application process, contact Dawn Meyer, Executive Director, *Loudoun Education Foundation*, at [execdirector@loudouneducationfoundation.org](mailto:execdirector@loudouneducationfoundation.org).

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