

# Application Guidelines

## 1. Grants Available

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

## 2. Eligibility and Application Process

- a. Download and complete the PD Grant Application Form (*Note: All applications must be typed.*)
- b. Obtain all signatures before submitting the proposal: all applications for funding must be pre-approved by your supervisor
- c. Submit **two** copies of your application:
  - a. **One** printed copy of your proposal with original signatures to Loudoun Education Foundation (by Pony Mail: Administration Building; Attn: Linda Russ)
  - b. **One** digital PDF copy of your proposal to [linda.russ@lcps.org](mailto:linda.russ@lcps.org).
- d. Adhere to deadlines: **Spring 2019 applications are due March 15, 2019 for events occurring July 1 – December 31, 2019.**
- 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 either:  
Samantha Courtney, Director of Development, [Samantha.Courtney@lcps.org](mailto:Samantha.Courtney@lcps.org) or  
Linda Russ, Associate Director, [Linda.Russ@lcps.org](mailto:Linda.Russ@lcps.org).