

# ***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.
- Two special grants of up to \$1,500 each are available during both the **Fall** and Spring application cycle (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 **Fall** or Spring grant must be either multi-disciplinary, 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:

- Involve and/or affect as many students as possible;
- Benefit a diverse student group;
- 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 (includes professional development/substitutes);
- 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.
- Submit **one** printed copy of your proposal with original signatures. (*Note: Application may be scanned in and emailed to [lruess@lcps.org](mailto:lruess@lcps.org)*)
- Limit the application packet to no more than five (5) **single-sided** pages (**No staples**).
- Adhere to the deadlines.
- Provide a **DETAILED BUDGET**.

## **Application Availability and Submission Dates**

- For the Spring cycle, applications are available at [www.loudouneducationfoundation.org](http://www.loudouneducationfoundation.org) in February; the deadline for proposals is typically mid-March.
- In the Fall, applications are available at this web site in September; the deadline for proposals is typically mid October.
- See relevant application for specific submission deadline.

## **Submission Procedure**

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

Loudoun Education Foundation  
Administration Building  
Attn: Linda Russ

- Neither the Loudoun County Public Schools nor the Loudoun Education Foundation is responsible for misdirected or delayed mail.

## **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](mailto:Dawn.Meyer@lcps.org) or  
Linda Russ, Office Manager, [Linda.Russ@lcps.org](mailto:Linda.Russ@lcps.org).