



The Edgar and Eleanor Shannon Foundation

for Excellence in Public Education · Charlottesville/Albemarle

1368 Reas Ford Road Earlysville, VA 22936 shannonfoundation@fastmail.fm www.shannongrants.org

Check one:

Level 1 Level 2

Grant Application for 2016-2017 School Year Funding

Level 1 Grants: Submit only the application page and a typed **one-page** project narrative.

Level 2 Grants: Submit only the application page and a typed project narrative **not to exceed 3 pages.**

Submitted by: _____

Teaching Assignment: (Grade/Subject) _____ School: _____

Project Title: _____ \$ Amount Requested: _____

Summer Mailing Address: _____

School year email: _____ Summer email: _____

In which subject category does your project **best** belong? (**Check one only**)

Arts Language Math Science Social Studies Special Education Technology Other

Are you a past Shannon grant winner? ____ If yes, when and for what project? _____

Are you seeking funding from other sources? ____ If yes, please explain. _____

Would you be willing to allow your project to be featured on the Shannon Foundation website, and commit to sharing your project with the press and community or school groups?

Yes No

Teacher's Signature

Principal's Signature

--Application due April 22, 2016--

The project description **must** include the following items to be considered for a grant. Please use this as your checklist:

<input type="checkbox"/> Target Group	<input type="checkbox"/> Products	<input type="checkbox"/> Expected Student Results
<input type="checkbox"/> Purpose	<input type="checkbox"/> Timeline	<input type="checkbox"/> Method of Evaluation
<input type="checkbox"/> Activities	<input type="checkbox"/> Budget	<input type="checkbox"/> Outreach Plans

AS ALL PROPOSALS ARE JUDGED BLINDLY, PROJECT NARRATIVES MUST NOT IDENTIFY TEACHER, SCHOOL, OR SCHOOL SYSTEM BY NAME!



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2016-2017 Funding Guidelines

The Foundation wants to help teachers and schools implement their best ideas. We invite 2 levels of proposals for the 2016-2017 school year. **Level 1 grants, not to exceed \$750**, will be awarded to classroom teachers, individually or in teams, for projects that support original and innovative student activities. **Level 2 grants, not to exceed \$5,000**, may be awarded to schools for creative projects that enhance student learning across age and grade levels. Applications for Level 2 grants must be submitted by lead teachers or administrators who will assume responsibility for overseeing implementation of the funded project.

Criteria for Funding

Creativity. Proposal is imaginative and demonstrates innovative goals, methods, or outcomes.

Meets a Need. Proposal is designed to meet specific and significant student or school needs.

Student Involvement. Proposal describes how students will be directly involved in, and benefit from, the funded activities.

Evaluation. Proposal clearly explains how the project results will be attained and measured.

Outreach. Proposal outlines plans to share the project with other teachers and to recognize the Foundation's support.

Impact. Proposals for projects benefiting a large number of students are preferred over those benefiting a small number of students, other factors being equal.

Budget. Proposal includes realistic, complete, and economical itemized list of expenditures.

On-time Submission. Proposal must arrive on or before the **April 22, 2016** deadline to be considered.

Guideline Compliance. Proposal must adhere to the application instructions to be considered.

The Foundation funds projects that directly involve and benefit students. We encourage proposals for projects that would not ordinarily be funded as part of regular school budgets. **Requests for textbooks, equipment for equipment's sake, food and drink, honoraria, and professional stipends generally will not be considered for funding. Grants for materials and programs that can be used over a number of years will be given preference over consumables and one-time projects.** The Foundation expects grant recipients to donate their own time to the project and to publicize the Foundation's support whenever possible. The Foundation expects awarded funds to be spent during the school year for which the grant is made. At the project's completion, grant recipients are required to summarize the project and its results in a short written report to the Foundation. **Failure to submit the required report by the due date will make applicants ineligible for future funding.**

How to Apply and Due Date

Completed applications must be signed by the school principal. Send your completed forms to:

Charlottesville City Schools, attention: Jim Henderson, Associate Superintendent for Curriculum and Instruction **or** Albemarle County Schools, attention: Tim Shea, Legislative and Public Affairs Officer.

Completed applications must be received by **April 22, 2016**. Notification of awards will be made in June 2016. For more information, please contact Stephanie Leech, Shannon Foundation Administrator, via e-mail at shannonfoundation@fastmail.fm or visit our website: shannongrants.org.