



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

<p>Check one:</p> <p>Level 1 <input type="checkbox"/>    Level 2 <input type="checkbox"/></p>
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## Grant Application for 2019-2020 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 box 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 19, 2019--**

The project narrative **must** include the following items to be considered for a grant. We encourage applicants to ask a colleague to review proposals before submission. 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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## **2019-2020 Funding Guidelines**

The Shannon Foundation wants to help teachers and schools implement their best ideas. We invite 2 levels of proposals for the 2019-2020 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 and reporting for the funded project.

### **Criteria for Funding**

**Eligibility.** Teachers in Charlottesville City Public Schools and Albemarle County Public schools may apply.

**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 19, 2019** 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, and may be submitted electronically **or** as hard copies.

Send electronic submissions as a PDF to: [shannonfoundation@fastmail.fm](mailto:shannonfoundation@fastmail.fm)

Send hard copies to: Charlottesville City Schools - attention: [Jim Henderson](#), Assoc. Super. for Curr. and Inst.

**or** Albemarle County Schools - attention: [Phil Giaramita](#), Pub. Affairs and Strat. Comm. Officer

**or** Stephanie Leech, Admin., Shannon Foundation, 1368 Reas Ford Rd. Earlysville, VA 22936

Completed applications must be received on or before **April 19, 2019** to be considered. Notification of awards will be made in June 2019. For more information, please contact Stephanie Leech, Shannon Foundation Administrator, via e-mail at [shannonfoundation@fastmail.fm](mailto:shannonfoundation@fastmail.fm) or visit our website: [shannongrants.org](http://shannongrants.org).