



2025-26 IDEA Grants

Innovatively Developed Educational Activity

Purpose

The Spotsylvania Education Foundation supports efforts to enhance the quality of education in our public schools through innovation and creativity. The Foundation seeks proposals that present promising ideas for achieving the district's curricular goals, enhancing students' personal development, and/or encouraging links with the community.

Grant Guidelines

- Any Spotsylvania County Public School employee may apply.
- Parents, community members, and students may submit project proposals in collaboration with a Spotsylvania County Public School Employee. Schools can also choose to work together on proposals.
- Applicants may request funding up to \$1,000 per proposal, though smaller proposals are encouraged.
- Applicants and their School Principals must review and acknowledge the Terms and Conditions outlined in the Idea Grant application.
- Complete application packages must be electronically received at the foundation's email address (info@sef4education.org) by the announced due date and time (see application instructions).
- All required components of the application must be included and legible (see application instructions for specific requirements). Only complete application packages will be forwarded to the Grants committee for review.
- The IDEA Grant is a competitive grant. The Grants Committee will review each proposal carefully to determine allocation of available funds. Specific selection criteria is listed below. Each proposal will be judged on its merits; funding (if any) will be awarded based on that review.
- Grant funds will be directly dispersed to the selected applicant's school.

Selection Criteria

The Grants Committee will base their review on the following criteria:

1. The proposed project enhances and improves student achievement in the following ways. (70 points total, each sub-question is worth 10 points)
 - a. Stimulates and motivates students to achieve academic excellence
 - b. Engages students as active participants in the learning process
 - c. Encourages specific improvement in students' skills and attitudes
 - d. Nurtures the students' desire to learn and create
 - e. Supports Virginia standardized tests and/or other Division goals
 - f. Addresses an underserved need
 - g. Has a lasting benefit, opposed to a one time event
2. The proposed project can be replicated. (10 points)
 - ✓ Can be easily and inexpensively adapted for use by other employees/or schools
3. The proposed project includes collaboration with others. (10 Points)
 - ✓ Collaborative efforts across disciplines and between school administrations, teachers (other employees), students, parents and/or community are encouraged.
4. Budget is clear and effectively supports the proposal. (10 points)
 - ✓ Includes a complete itemization of expenses, including shipping
 - ✓ Reflects expenditures that directly support the proposed activities.
 - ✓ Establishes a base for continued activities that will not require future foundation funding.



IDEA Grants Application 2025-26

Section 1: Application Instructions

- All forms can be found on SEF's website (<https://www.sef4education.org/>). Look for IDEA Grants under the Initiatives tab. Please download this fillable PDF on your computer before entering information. Save your file often as you complete the application.
- A complete application packet must be submitted electronically to Angie Sullivan at info@sef4education.org by **5:00 p.m. on Tuesday, October 14, 2025**. No hard copy applications will be accepted. Application materials may be scanned and submitted as one document or separate documents can be attached and submitted in the same email.
- The information collected in the application will help the selection committee award grant money to the projects that most closely meet the foundation's selection criteria. Proposals should be succinct and clear of spelling and grammatical errors. Applicants may find it helpful to create the narrative responses in a word processor such as MS Word, and then cut and paste into application form.
- IDEA Grant Application packets due by 5:00 p.m. on Tuesday, October 14, 2025 must include the following.
 1. Instruction page with completed checklist
 2. Completed Application Cover Sheet
 3. Brief Summary of the Project
 4. Project Detail Narratives
 5. Budget Form
 6. Primary Applicant Certification
 7. School Principal Certification
- A SCPS Grant Approval Form with both applicant and school principal/department supervisor signatures along with a copy of entire grant application packet must be sent to jmharris@spotsylvania.k12.va.us by **October 14, 2025**.
- Any questions regarding the grant writing process can be sent to info@sef4education.org.

Application Packet Checklist (*all components must be checked*): Use the following to ensure all components are included in application packet due to info@sef4education.org by 5:00 p.m. on October 14, 2025.

All IDEA Grant Application Sections 1 through 6 are complete.

School Principal Certification is attached.

I agree to send SCPS Grant Approval form with appropriate signatures and a copy of the complete application packet to jmharris@spotsylvania.k12.va.us by October 14, 2025.



Section 2: Cover Sheet

Title of Project:

Total amount of funding requested:

Primary Applicant (SCPS Project leader/organizer) Information

Name:

Job Title:

School/Dept.:

Grade Level:

Email:

Phone #:

Additional Project Leaders/Organizers/Participants Name

Name:

Job Title:

School/Dept.:

Grade Level:

Email:

Phone #:

Name:

Job Title:

School/Dept.:

Grade Level:

Email:

Phone #:

If the project has more than 3 project leaders/organizers/participants, please list names here:

Please select all that apply:

Education Level

Early Childhood School

Elementary School

Middle School

High School

Other:

Grant Category

Business (Marketing, Finance)

Career & Tech

Early Childhood (Pre-K, Head Start)

Fine Arts (Music, Art, Drama)

Foreign Language

Health/Sports/P.E.

Language Arts

Special Needs

Social Studies

Stem (Science, Technology, Engineering, Math)

Other:



Section 3: Project Description

Provide a brief summary of the proposed project (average 100-150 words with a maximum character limit of 1,000). This description (or an edited version) will be used in SEF publications to include but not limited to the SEF website, social media, newsletters and emails.

Section 4: Project Detail Narratives

Please answer all questions in bold type. *Questions in parentheses are meant to help clarify the bold questions.* You may find it helpful to create your narrative in a word processor such as MS Word, and then cut and paste into this section. All responses have a character limit of a 1,000.

1. How is the project an innovative approach to motivate students? *(Will the activity stimulate students on your grade level, is your idea a new approach to learning, have you developed your own material(s)? If this activity has been previously funded, what new ideas will be implement or how will your project grow?)*

2. How does the proposed project actively engage students? *(is it truly student-centered?)*



3. How many students are projected to be served by your project during the 2025-26 school year?
Please provide a whole number (not a range).

3.a. How will you measure the improvement in skills and/or attitudes as a result of the project?
(Examples include pre and post assessments, changes in discipline or attendance, and student journals.)

4. How will this project be an avenue for student creative expression and/or foster a love of learning?

5. List the specific Standards of Learning (number and text) and/or reference other school division goals the project will address. (SOL, AYP, School Division Strategic Plan, etc.)



6. What unique or underserved need is targeted by this project?

7. Provide a brief timeline of activities.

8. What aspects of the project can effectively and inexpensively be adapted for use by other educators?



9. Explain how the project will be a collaborative effort? *(Across disciplines and/or between school administrations, teachers (other employees), students, parents and/or community, etc.)*

10. Provide a written description of costs for the proposed project. *(How do costs support proposed activities? If applicable, include information on matching funds or funds from other sources.)*

10.a. Does the project require additional funding to implement in future years? If so, what funding avenues will you investigate?

Section 5: Proposed Budget



Please be as detailed as possible. Only include your request from this grant. Requests exceeding \$1,000 will not be considered. Columns in red will automatically calculate.

(Do not attach purchase orders or order forms.)

Item Description	Reusable	Quantity	Itemized Cost	Total Cost
Use this row for estimated shipping and handling charges, if applicable.				
Total Request (rounded to whole number):				

Requests exceeding \$1,000 will not be considered. Funds \$50 or over not spent by May 25, 2026 must be returned to SEF.

If full funding is not available, would you like to be considered for partial funding. YES NO

If yes, please indicate the minimum amount that you need to partially implement your project.



Section 6: Primary Applicant Certification

Terms and Conditions:

- Grants are not intended to replace school division's funding.
- Spotsylvania County Public School employees cannot be financially compensated with grant funds.
- Equipment, including technology equipment/software:
 - Equipment and/or materials (non-consumable items) purchased with grant proceeds become property of the school system and will be designated for use by the grant recipient.
 - Proposed purchase of electronic and/or information technology equipment must be approved by Spotsylvania County Public Schools.
 - Ownership of these items will remain with the school when the applicant leaves the division.
 - Equipment and/or materials bought through grant funding which are not used in line with the written proposal and/or school division policies may be reassigned.
- A follow-up summary highlighting the accomplishments of the project will be required from the awarded grant recipients. If possible, please include anecdotes and photographs of children (with parental photo releases) participating in this activity. This summary is due within 30 days of project's completion. Summaries of year long projects must be submitted by **May 31, 2026**, at the latest. Failure to submit a completed summary could jeopardize future funding through the IDEA Grant process. Grant summary forms will be sent out to recipients in April of 2026.
- Documentation of grant funded expenses must be submitted with the Grants Summary Form (e.g., receipts). This should include a description of each expense, the amount expended on each item, and the amount and source of any matching funds.
- You may be asked to present your IDEA Grant at a future SEF event.
- **Spotsylvania Education Foundation must be recognized on any publication and or announcements related to funded proposals.** This requirement is necessary to ensure continued growth of SEF through public awareness and public support.
- **Funds \$50 or over not spent by May 25, 2026 must be returned to the Foundation.**
- If you have received prior funding through an IDEA Grant for this project/proposal, future funding will depend upon evidence of continued growth, innovation and efforts to seek other sources of funding.

Please check box and type in your name and date below to certify that you agree to the terms and conditions as stated and that all information entered into this application is correct.

Primary Applicant Name:

Date:

Note: Don't forget to complete checklist on the Application Instructions page before submitting.

Any questions regarding the grant writing process can be sent to info@sef4education.org.

A complete application packet must be submitted electronically to info@sef4education.org by 5:00 p.m. on Tuesday, October 14, 2025.

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