

Fairfax County Federation of Teacher's Grant Program
7405 Alban Station Ct. Suite B215
Springfield, VA 22150

Fairfax County Federation of Teachers Excellence in Education Grant Program Guidelines

The Fairfax County Federation of Teachers has established its Excellence in Education Grant Program to provide funds for the purpose of supporting activities which will benefit students. The proposal must be student-focused, promote creativity and innovative thinking and offer expanded opportunities for learning.

How to apply for an FCFT Education Grant

Step One: Be a qualified applicant. A qualified applicant is a current member of the Fairfax County Federation of Teachers (FCFT).

Step Two: Read the Education Grant Guidelines carefully and thoroughly before completing your application.

Step Three: If you are a first-time applicant or if you have any questions about your project or the grant application process, please email your questions to info@fcft.org or call at 703 451- 6840.

Step Four: Fill out the application completely (Application, Project Summary, Statement of Need, Project Description and Projected Budget). Only applications that are complete will be forwarded to the committee.

Step Five: Submit your application. A successful application will include:

- A clearly stated vision with defined goals
- A demonstration of the connection to the curriculum or importance to a program
- Clearly stated student benefits
- A plan for assessment
- A demonstration of commitment on the part of the applicant
- A projection of enduring or future benefits of the project
- The possibility of collaboration/sharing with other employees, departments, etc.
- A concise, one or two paragraph response per narrative question.
- Date the project will begin

Step Six: If your project is approved, you are required to comply with the following:

- Once materials have been purchased, you will submit a brief report outlining what was purchased, the implementation process, and an estimated timeline for setup and use. The report may be emailed to info@fcft.org or mailed to the FCFT office at 7405 Alban Station Ct. Suite B215 Springfield, VA 22150.

- **6-Month Follow-Up Report:** Approximately six months after receiving the grant, you will provide a report describing how the funds were used and how the project supported or achieved its original goals.
- **Documentation:** Photos of materials and/or setup are encouraged. Photos do not need to include students' faces if parental permission has not been obtained.
- **Use of Information:** You acknowledge that any information, updates, or photos shared may be used by FCFT for communications and promotional purposes.
- **Acknowledgment of Funding:** Materials purchased through this grant should be clearly labeled to acknowledge support from FCFT, with language such as "Funded by the Fairfax County Federation of Teachers Excellence in Education Grant."

**Fairfax County Federation of Teachers
Excellence in Education Grant Application
2026-2027**

Fill out the application completely. Please print clearly.

Title of grant proposal: _____

Applicant's name: _____

Job Title: _____

Site/Department: _____ Grade (if applicable): _____

Work Address: _____

Work Phone: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email Addresses (personal & work): _____

Total amount requested (up to \$500): _____

Please write a one or two sentence summary of the project proposed including the date when it will be implemented.

I hereby grant FCFT the right to use this proposal and the results of this project, if funded for public information purposes or to help other educators.

Applicant Signature: _____ Date: _____

The worksite principal/program manager has reviewed this application and will see that it received the support necessary for successful implementation.

Principal/Program Manager Signature: _____ Date: _____

Education Grants Project Narrative 2026-2027

Title of proposal: _____

Total amount requested from FCFT: _____

Tentative Start Date: _____ Duration of Project: _____

Grade Level: _____ Number of students affected: _____

Curriculum Area: _____

Name/Grade of other teachers or staff (if any) involved in this project:

Proposal Guidelines

- Include your name on each page.
- Provide clear, complete responses to Parts I-IV.
- All parts must be addressed in order for the application to be considered.
- Do not use your name or the name of your school in the narrative section.
- Limit your responses to 1-2 paragraphs per question.
- Responses should be computer generated or typed, double spaced with 12 point font size. Use plain white paper.
- Only include supplemental enclosures essential for illustrating your project.

Regarding Enclosures: Please limit your supporting material. Include only items necessary to clarify your request (such as brochures or description of equipment). Supporting material that is copious or difficult to copy will not be forwarded to the review committee and should not be included with the application.

Part I: Project Summary

Provide a word summary description of the project. Projects should focus on one or more of the following areas: student achievement, curriculum and instruction, community involvement, technology, and staff development.

Part II: Statement of Need

Provide a brief description of the need for the project and how this need was identified. Indicate how students will benefit from the completion of this project. Include how the project fits into the curriculum (Standards of Learning alignment) and any other efforts in this area.

Part III: Project Description

Objectives: List the specific objectives to be accomplished by this project. Objectives should be measurable, realistic, timely and support the statement of need.

Activities/Strategies: State the activities/strategies involved that will take place to achieve the objectives. Provide a timeline for these. Include basic information of who, what, where, when and how.

Evaluation: Describe how you will assess each objective/strategy. Describe how you will assess the impact of your project on student learning and/or instruction.

Dissemination: What future possibilities do you see for your project (i.e. continuation, expansion, sharing with others)?

Part IV: Budget

Complete the Project Budget Form.

Education Grants Project Budget 2026-2027

Title of proposal: _____

Itemized Expenses for Revenue Requested from the FCFT Grant:

- Expenses must be specific and realistic.
- Include documentation of the item (with brief description if necessary) and its cost.
- Include tax and handling charges.

[illegible]

Shipping and Handling: _____

Tax: _____

Total Amount Requested: _____