

**Fairfax County Federation of Teachers  
Excellence in Education Grant Application  
2025-2026**

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 \$250): \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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. Principal has reviewed this application and will see that it received the support necessary for successful implementation.

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 and teachers. 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](mailto: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 employee, departments, etc.
- A concise, one or two paragraph response per narrative question.
- Date the project will begin

# Education Grants Project Narrative 2025-2026

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:

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## 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.

