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EDGAR AND ELEANOR  
**SHANNON**  
**FOUNDATION**  
FOR EXCELLENCE IN PUBLIC EDUCATION  
CHARLOTTESVILLE/ALBEMARLE

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## 2023-2024 Funding Guidelines

The Shannon Foundation wants to help teachers and schools implement their best ideas. We invite 2 levels of proposals for the 2023-2024 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 project implementation and reporting.

### 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 15, 2023** deadline to be considered.

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

*Applications identifying teacher, school, or school system by name will be disqualified.*

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

The Shannon grant application is a fillable PDF form. Both your completed application form and your typed proposal narrative (saved as a document or PDF) may be submitted electronically through this **Google Form**. If you submit your narrative as a Google Doc, or include a link to a Google Doc within your narrative, please ensure you have enabled access!

**Remember, both the applying teacher and school principal must sign the application.**

**We strongly encourage submission through the Google Form.** If you're having trouble with your application submission, please contact Stephanie Leech at [info@shannongrants.org](mailto:info@shannongrants.org).

Completed applications must be received on or before **April 15, 2023** to be considered. Notification of awards will be made in June 2023.



# SHANNON FOUNDATION

FOR EXCELLENCE IN PUBLIC EDUCATION  
CHARLOTTESVILLE/ALBEMARLE

Check one:

**Level 1**      **Level 2**

## Grant Application for 2023-2024 School Year Funding

Level 1 Grants: *Submit only the application page and a typed project narrative **not to exceed 2 pages.***

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

Arts	Language	Math	Science	Social Studies	Special Education	Technology	Other
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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 15, 2023--***

The project narrative **must** include the following components to be considered for a grant. We encourage applicants to ask a colleague to review proposals before submission. Please use this as your checklist:

Target Group	Products	Expected Student Results
Purpose	Timeline	Method of Evaluation
Activities	Budget	Outreach Plans

**I understand that projects are judged blindly, and my project narrative does not identify a teacher, school, or school system by name.**

**Grant proposals whose narratives identify a teacher, school, or school system by name will be disqualified.**