



Albemarle Foundation for Education

Innovations in Education Grants

Guidelines

We are thrilled you are considering applying for an Innovations in Education grant and are eager to support your work in helping all students thrive.

Overview	<p>The Innovations in Education grants support powerful teaching and learning projects in Albemarle County Public Schools that are not covered in the ACPS budget. Successful projects will be aligned with the ACPS strategic plan, will improve learning experiences for students and teachers, and will have a positive impact on students, families and/or educators.</p> <p>We are interested in projects that supplement and enhance existing practices as well as pilot projects that might be adopted later by a wider audience.</p> <p>The Albemarle Foundation for Education is committed to using community-raised resources to support and amplify work that ensures equitable outcomes for students across all schools.</p>
Scope	Smaller to medium-sized projects that involve multiple educators in a “cohort” at a single school, or across multiple sites.
Grant Amounts	\$750 - \$5,000.
Timeline	<p>Launching in spring 2023 for funding projects that begin during the 2023-24 school year:</p> <ul style="list-style-type: none"> • Application opens April 24 • Application deadline May 30 at 8:00 p.m. • Applicants notified of funding status by end-June • Funds available starting August 1
Who Can Apply	<p>Any ACPS educator or staff member can apply as Project Lead on behalf of a committed group of educators:</p> <ul style="list-style-type: none"> • “Cohorts” at one school may include (for example): grade-level teams, subject/function-area teams, EDEP or counselors at a school, etc.

	<ul style="list-style-type: none"> • “Cohorts” may also exist across sites, such as: BrightStars lead teachers, high schools SEL team, ESOL elementary team, etc. <p>Single teachers or classrooms are not eligible for this grant program. We recommend exploring DonorsChoose, Shannon Foundation, Public Education Foundation (PEF), and individual school PTOs.</p> <p>Non-ACPS applicants such as PTOs or community organizations must partner with an ACPS school principal or division leader who will act as Project Lead to submit the application and remain a point of contact.</p> <p>To confirm that support exists for systems change, AFE reserves the right to ask for principal or division support when we deem it critical for the success of the project.</p>
Evaluation	<p>AFE reviews every application carefully, using the categories below to guide our assessment:</p> <p>Alignment Does the project address a clear need with measurable outcomes aligned to ACPS goals?</p> <p>Learning Is the project likely to produce new learning for teachers and students?</p> <p>Impact Will the project address opportunity, access, and resource gaps for students, teachers and/or families?</p> <p>Budget Is the budget complete, realistic, accurate and appropriate?</p> <p>Longevity Will the learnings from this project be shared? Does this project have potential to be replicated in ACPS for lasting benefit?</p>

<p>Priorities</p>	<p>We track alignment to the following Priority Funding Areas, each of which are aligned to ACPs's "Learning for All" strategic plan:</p> <p>Students Learn and Thrive Academic Success Deep Engagement Family & Community Engagement</p> <p>Resilient Kids and Families Relationships & Mental Health Strong Families</p> <p>Outstanding Educators Educator Appreciation Educator Pipeline & Retention</p> <p>Applicants are welcome to select "Other" and state alignment to Strategic Plan in your own words.</p>
<p>Grantee Requirements</p>	<p>A detailed but quick Grant Application is required, submitted via Project Lead using Google Forms. School-based grant applications must be reviewed and approved by the school Principal for congruence with campus priorities & confirmation that alternate budget sources are not available.</p> <p>Mid-Year – project check-in (via short email).</p> <p>End of Year – final reflections report with outcomes and expense documentation (template will be provided).</p> <p>Project must be completed within 18 months from the date of grant approval. Funds must be used for their intended purposes. Changes to the project must be approved by the AFE grants committee before expenses will be reimbursed.</p> <p>Grant recipients are kindly asked to consider helping AFE publicize the new grants, for example, by attending an AFE event or submitting quotes to press or photos.</p>
<p>How to Apply</p>	<p>The grant application is available via Google Forms: https://forms.gle/a9bABQmBa5cX9XcJ6</p> <p>Submission elements include:</p> <ul style="list-style-type: none"> ● Project Lead

	<ul style="list-style-type: none"> ● Committed Project Team ● Project Site(s) ● Project Overview ● Priority Areas ● Three Application Questions <ul style="list-style-type: none"> ○ Project Description – Provide a description of the project. What need(s) are you trying to address? What student groups are you proposing to impact? How many students/teachers/families will the project reach? (limit = 2000 words) ○ Intended Impact – How will you know if this project is successful? What outcome metrics do you propose to monitor? (limit = 1500 words) ○ How do you propose to share the learnings from this project? (limit = 500 words) ● Timeline and Budget ● Confirmation of Approvals ● Optional: Additional Files & Feedback
Applicant Support	<p>A recorded grant workshop is posted on the AFE website. Office Hours will be available with the AFE Executive Director for guidance and thought partnership. Email tashoff@k12albemarle.org to schedule a session.</p>

Budget Considerations

Overall, budgets should be carefully researched and realistic. Small grants are just as likely to be awarded as large grants. Funds will not be awarded for items available from existing division or school budgets. Grants are typically not made for recurring programs or projects.

Budgets should be built in Google Sheets with viewing permission adjusted (“anyone with the link” may “view”). Applicants may choose to use this [Budget Template](#) or create your own.

Purchasing of budgeted supplies, materials or services will not be done on your behalf by AFE. Grant funds will be held in a designated ACPS account to be drawn down by the grant recipient. Funds are not given directly to the grant recipient. Materials purchased will remain the property of ACPS and must be identified accordingly.

Technology Needs. If requesting hardware, contact ACPS Technology first. Technology items should be from the [Department of Technology Purchasing Catalog](#) (*ACPS login required*) which includes items which are officially supported by Albemarle County Public Schools. If you have any special requests or would like an item that is not listed, please email: TechnologyPurchasing@K12albemarle.org.

Book Purchases should be specified on a list (though the list need not be exhaustive of all titles). All books and instructional materials purchased using AFE grant funds must be in compliance with ACPS policies.

Professional Learning. Proposals including expenses for professional learning will be considered, with strong preference for carrying forward learning into an ongoing collaborative learning structure (such as PLC) vs. a stand-alone training.

Positions & Staff. Grants cannot be used to create, expand, or partially fund ACPS positions on a temporary or permanent basis. Hourly pay for staff, certified or classified, may not be included.

Incentives. Incentives may be covered in a grant to encourage student and/or family participation in grant-related activities. (Gift card incentives are not eligible expenses).

Partial Funding. If you have partial funding from other sources,

	<p>please submit the total cost of the project, noting the amounts available (or pending) from other sources including other grant proposals submitted.</p>
<p>Selection Process</p>	<p>A review committee will evaluate and comment on each grant application, scoring based on the evaluation criteria above. The review committee will include:</p> <ul style="list-style-type: none"> • 3 AFE Board Members serving on the Programs Committee, plus additional AFE Board Members who choose to participate. • 2 Community Representatives as approved by the Foundation Board of Directors <p>The number of grant awards will depend on the funds available from Albemarle Foundation for Education.</p> <p>If recommended for approval, the application is presented to the Board of AFE in summary form for review and formal approval.</p> <p>If approved by the AFE Board, the application is collectively presented to the ACPS School Board for formal acceptance of the grant funds.</p> <p>All applicants will be notified of decisions by the date specified by the committee. Unsuccessful grant applications will receive feedback via the AFE Executive Director if requested.</p>
<p>Questions?</p>	<p>Tessa Ashoff Executive Director, Albemarle Foundation for Education tashoff@k12albemarle.org 434-284-0354</p>

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