

VEA Instructional Technology Mini-Grant

The VEA Instruction and Professional Development Committee provides members with grants to improve the instructional delivery by its members and academic engagement or achievement of students. **The focus of these grants is to provide educators with materials, equipment, or subscriptions to resources that will make digital teaching successful, whether it be a completely virtual class, blended learning, or even a flipped classroom in the fall.**

Grant funds may be used for resource materials, supplies, equipment, technology, or subscriptions to educational resources.

Proposal Guidelines

- You must be a member of the Virginia Education Association to apply for the mini-grant, receive the funds, and implement the project. If your project is a team effort, you must ALL be and remain members of the Virginia Education Association throughout implementation.
- Do NOT use your name, the name of your local association, your school, your school division, or your locality anywhere in the proposal. Only the identification page should include any personally identifiable information.
- Write your proposal following the Proposal Outline shown on the next page.

- **Specific formatting guidelines:**
 - No handwritten proposals will be accepted.

- **Restrictions:**
 - All applicants must be current members of the Virginia Education Association.
 - Applicants **may not** use grant funds to pay themselves stipends.
 - Funds may not be used for lobbying or religious purposes.
 - Identical applications will not be considered.
 - Only one grant per person/team will be considered.
 - A final report must be submitted to VEA once the project is complete (with receipts).
 - Funds will not exceed \$500.00.

- All entries must be received electronically by the VEA no later than 4:30pm, February 12th, 2021. Submit your entry using the link – <https://vea.link/2021springminigrant>

- **Failure to adhere to all of the guidelines will result in disqualification of your entry.**

If you have any questions, please contact Chastity Howard in VEA's Teaching & Learning Department at choward@veanea.org or 800-552-9554, ext. 335.

Proposal Outline

Narrative - In a total of 1000 words or less, please respond to all sections below. Make sure to clearly label sections with headings.

- **Title:** Please provide a concise title of your proposal.
- **Summary and Goals:** Explain why you are requesting the materials or resources and how they will be used in your work with students. Identify your goals for how your instructional delivery will change or improve if your request is fulfilled.
- **Activities/Strategies:** Describe how the requested resources will be used in activities to engage your students and how these activities will help you reach your goal. If there are no specific content standards linked to your request, please explain how your request will enhance instructional delivery.
- **Budget: Provide a line item budget for the proposed work.** Identify any additional support (cash or in-kind) that will be provided by other sources. Your budget must be in the form of a Word, Excel, or PDF document. Please ensure that all items are directly related to your proposed work, as your budget will be assessed by how realistic, clear, and frugal it is.

Selection Criteria

Mini-grant winners will be selected in a blind screening by the VEA Instruction and Professional Development Committee. The committee will use a scale from 0-5 to score each criterion listed below.

- I. **Impact on student learning or instructional delivery**
- II. **Creativity and innovation**
- III. **Realistic budget**
- IV. **Well-defined activities**
- V. **Shows an area of need and opportunity for application**

Be prepared to upload your electronic submission:

Do you have these 3 digital files ready?

- IDENTIFICATION PAGE (Must be a separate file.)
 - Your building administration and association should be aware that you are submitting a grant proposal.
 - Preferred - handwritten and scanned.
 - Alternative - if in-person signatures are not feasible, this can be an email chain with acknowledgement from all needed parties.
- COVER PAGE (Must be first page of the proposal.)
 - Typed or handwritten and scanned.
- PROPOSAL OUTLINE (Narrative)
 - Typed
 - **Reminder - Failure to adhere to all of the guidelines will result in disqualification of your entry.**

Checklist

Do not include this page with your proposal. It is for your use only.

_____The Project Coordinator and each person in the group are VEA members.

_____Proposal is anonymous. No proper names are used within the narrative. You have not identified yourself, your association, your school, your school division, or your locality within the actual proposal.

_____The Cover Sheet is the first page of your proposal.

_____The Identification Sheet has all necessary signatures obtained - all group members, including the project coordinator, school administrator/supervisor, and local association representatives. An email from an individual stating their participation and/or awareness of the grant proposal can be used in lieu of physical signatures.

_____Proofread, proofread, proofread.

_____Entries must be received electronically by 4:30 pm on Friday, February 12, 2021 using VEA Forms. Here is the link: <https://vea.link/2021springminigrant>

2021 VEA Instructional Technology Mini-Grant Cover Sheet

Project Title: _____

This project is designed for (please check one):

_____ Elementary Education

_____ Middle School

_____ High School

_____ Other (explain): _____

Subject(s)/Department(s) _____

Grade level(s) _____

Number of participants involved in this activity _____
(Students or others)



Teaching. Learning. Leading.

2021 VEA Instructional Technology Mini-Grant Identification Sheet

Collect the signatures required below, scan the sheet and attach the scanned file to your online proposal submission.

[Alternative - if in-person signatures are not feasible, this can be an email chain with acknowledgement from all needed parties.]

(Please Print)

Project Title: _____ Project Coordinator: _____
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Group Member Signatures

Project Coordinator:	
_____	Date: _____
Other Group Members:	
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Approval Signatures

Administrator/Supervisor: _____	Date: _____
Association Representative: _____	Date: _____