



2025-2026
Virginia Western Educational Foundation
Innovation Grant Letter of Intent (LOI)



The LOI must be submitted in order to complete a full application*.

LOI Deadline: November 1, 2024 4:00 pm

Please reply to the following areas to assist the Educational Foundation in understanding your Innovation idea.

Faculty/Staff Member: _____ Email: _____

Project Title: _____

Project purpose and goal(s): Please provide a brief description of the purpose of your request?
What are the goals you wish to achieve with your bright idea? **(250 word maximum)**

Project Outcomes: How will you measure success? **(250 word maximum)**

Budget: Explain how you will use Innovation Funds? (check anticipated budget categories below).
Requests are limited to a maximum of \$10,000. **(250 word maximum)**

Projected Budget Range: Check one of the budget ranges below.

\$2,500 or less \$2,501-\$5,000 \$5,001 - \$7,500 \$7,501 - \$10,000

Note the Budget Categories that will be included in your request:

Release Time (requires collaboration with HR) Certifications/Training Conference Attendance

Marketing (limited to 30% of grant total/requires collaboration with Marketing)

Materials/Supplies/Other (please explain) Software/Equipment (requires IET collaboration)

Please describe below any anticipated budget needs noted as "Other":

**Full applications will require budget and signatures/approvals of immediate supervisor/department head/VP.*

Submit completed Letter of Intent to Carolyn Payne at cpayne@virginiawestern.edu

by November 1, 2024 @ 4:00 p.m.

Please note, late applications will not be accepted.