To apply for a grant for your continuing education, you will need support and permission from school and/or district administration. The following sample letter will help you reach out to administrators with all the details they will need to understand why you are seeking grant funding.

Dear [Administrator's Name],

[I am/We are] writing to request your support to apply for the [Grant Name]. In this letter [I/we] will outline the vision for how **VEX Professional Development Plus (PD+)** can benefit our teachers, and in turn, our students.

Our Project
[Name who is involved, for example: We are requesting funds to provide PD+ access for John Smith and Jane Doe, who teach Robotics and CTE programs, and Sara Brown, who teaches STEM in grades 6–8.]
This grant would provide [X] PD+ All Access Licenses for our school, supporting the professional growth of our teachers who serve [X] students per year.

About VEX PD+
VEX PD+ is a professional learning platform designed to support teachers at every stage of their STEM journey. It provides:

- **On-demand training** to strengthen content knowledge and classroom implementation.
- **Live meetings** 1-on-1 by STEM education experts.
- **A global community** of educators for collaboration and idea sharing.

Why This Matters for Our Students
When teachers grow, students succeed. PD+ helps teachers develop stronger strategies for teaching robotics and STEM, which leads to more engaging lessons, better problem-based learning experiences, and stronger student outcomes. Teachers bring back fresh ideas, proven classroom practices, and innovative challenges that directly benefit students.
PD+ can help our students by ensuring their teachers are:

- Confident in using VEX platforms to design meaningful learning experiences.
- Equipped with the latest strategies for collaboration, coding, and problem solving.
- Supported by a network of peers who share classroom-tested solutions.

About the Grant
The [Grant Name] is provided by [organization/foundation] to [describe the purpose and characteristics of this grant]. The deadline for the application is [date], and the notification date is [date].

To move forward with this grant application, we will need [written approval, specific forms, etc.]. We would also like to schedule a [call/meeting] with you to answer any questions and ensure all requirements are met.
Sincerely,

[Your Name]
[Your Title/Role]
[School/Organization]