



# *Shenandoah County Public Schools*

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## **MOORE EDUCATIONAL TRUST INSTRUCTIONAL GRANT APPLICATION 2025-2026**

<b>PROJECT TITLE</b>	
Submitted by <u>(Main Contact Person)</u> :	
School:	Number of Students Involved:
Teacher(s) Participating (List all Recipients):	
<b>(Number of Banquet participants will be allotted for each grant application chosen.)</b>	
Amount of Request:	Date Received by SBO:
<b>(Please attach the amount justification)</b>	<b>(must be received by 4 p.m., Nov. 10, 2025)</b>

**\*Every section of the application must be completed in order to qualify for consideration.**

☐ I have received an Instructional Grant within the last two school years.

***I have read this application, and I support its implementation. The budgeted items requested would not be available without funding from the Moore Educational Trust Program.***

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

(Please note: Application will not be processed without the principal's signature and approval. Upon completion of the application, please submit a hard copy, faxed copy, and/or .PDF copy of the application with the required signature.)

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Amount Approved: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Ending Date for Grant: \_\_\_\_\_  
(Money must be spent or encumbered by this date.)

## **INSTRUCTIONS**

**Please respond to all items. Attach any supplemental information that would enhance or support your application.**

**I. PROJECT OVERVIEW (Provide a brief overview of your grant proposal (120 words or less.)**

**II. PROJECT DESCRIPTION (Be specific. Include information about how many students will be affected and how.)**

**III. PROJECT OBJECTIVES (How will student learning be enhanced and the curriculum strengthened?)**

**IV. SCHEDULE OF ACTIVITIES (Include beginning and ending date of project.)**

**V. DESCRIBE ANY IMPACT THIS PROJECT WOULD HAVE ON :**

- **Building Maintenance** - (Building Alteration Form, if applicable, must be approved by the Supervisor of Maintenance prior to submission of grant application.)
- **Student or Staff Schedules** -
- **Transportation** -
- **Technology Department (Important Note: Any technology purchases must be compatible with the current SCPS system. Please review any proposed purchases with Doug Culler or Tim Taylor before seeking funding.)** -

**VI. EVALUATION (How will you determine whether the objectives have been achieved? How will you determine whether the project is successful?)**

<b>VII. BUDGET OUTLINE (Include all budget details and obtain the most accurate figures available.)</b>
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**Shenandoah County Public Schools**

**Quote Policy**

**(This applies to SAF and SBO funding)**

**Quotes are not needed until the item is greater than \$5,000.00**

Less than \$5,000.00	Seek best price
\$5,000-\$30,000	3 verbal quotes required; document using the <a href="#">Price Quote Sheet</a> ; send sheet & PO to Finance Department
\$30,001-\$200,000	For any single item/service- four letter quotes required; document on <a href="#">Price Quote Sheet</a> and attach letters; send originals to Finance Department
\$200,001 or greater	Formal bid or proposal required

<b>BUDGET ITEM</b> (All purchases from Grant Funding must align with actual items listed below.)	<b><u>AMOUNT</u></b>
	\$
<b>TOTAL</b>	\$

Please note: The Grant materials become property of the school in which the applicant is employed at the time of receiving the grant. Should you transfer schools or terminate employment with Shenandoah County Public Schools, the grant materials will remain at the school that administered the grant funds during the purchasing procedures.

**Please submit application to:**

**Jennifer Proctor**  
**Assistant Superintendent of Instruction**  
**SCPS School Board Office**  
[jproctor@shenandoah.k12.va.us](mailto:jproctor@shenandoah.k12.va.us)  
 FAX: 540-459-6722