

## How it Works

The Teacher's Grant reimburses schools or teachers for the expenses of implementing their aviation-inspired lesson. Up to \$500 can be obtained by following these important steps:

1. Craft a lesson plan with an aviation-related theme
2. Fill out this application and the corresponding questions
3. Become selected for the grant and return the grant agreement
4. Use the funds
5. Submit a final report with receipts by date on grant agreement
6. Receive a reimbursement check



Past grant uses include but are not limited to:

- Model rockets, airplanes, and gliders
- Developing and building aircraft and drones
- Airport and air museum field trips
- Purchasing art materials

## Pitch us your idea!



Return completed application to:  
Virginia Department of Aviation  
Attn: Teacher's Grant  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422  
Telephone: (804) 774-4634  
Fax: (804) 236-3635

Applications can also be sent to:  
[anthony.sotelo@doav.virginia.gov](mailto:anthony.sotelo@doav.virginia.gov)

Virginia   
*is for Flying Lovers* 

## TEACHER'S GRANT APPLICATION 2024 - 2025

The Virginia Department of Aviation (DOAV) Teacher's Grant is open to all Virginia teachers in grades K-12. One teacher per school can receive up to \$500 for teaching an aviation-themed lesson that enhances their students' learning experience.



## APPLY TODAY!

1. Must teach in grades K-12 in a school located in Virginia. Grants are available to teachers of any discipline, provided that the lesson involves aviation.

2. Submit the **completed application, your lesson plan, and any attachments** to the Virginia Department of Aviation.

3. If selected, a grant agreement will be sent to you. This must be signed and returned along with a Virginia W-9 form that can also be found on our website.

4. A final report must be submitted by the agreed upon date in order to be reimbursed. The report details will be provided to you in the grant agreement. ALL AGREEMENTS EXPIRE ON THE AGREED UPON DATE AND CANNOT BE ROLLED OVER INTO THE NEXT SCHOOL YEAR.

## TEACHER'S GRANT APPLICATION:

Name: \_\_\_\_\_

Team members' names (if applicable): \_\_\_\_\_

Teacher's Mailing Address: \_\_\_\_\_

(Street) (City)

(State) (Zip)

Teacher's Telephone: (\_\_\_\_) \_\_\_\_\_

Teacher's Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

(Street) (City)

(State) (Zip)

School Telephone: (\_\_\_\_)-\_\_\_\_\_

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

***\*Total amount requested must not be more than \$500\****

How did you hear about this program? \_\_\_\_\_

Along with this application **and your lesson plan**, please include answers to the following questions:

1. Summarize your aviation lesson idea. What facets of aviation or aerospace do you plan to use in your lesson? (150-500 words).
2. What learning outcomes are you looking for from this project?
3. If funded, how do you propose to share this lesson with your colleagues?
4. Prepare a budget for how you will spend the funds on your aviation-related lesson.

### **I UNDERSTAND THAT:**

1. The Virginia Department of Aviation will reimburse only those amounts approved in the original grant and a reimbursement check will be prepared only upon receipt of the final report.
2. I will need to turn in a completed Commonwealth W-9 form to get the reimbursement. (Taxpayer identification number needed).
3. I will need to submit at least one lesson plan. I further understand that the Department of Aviation may publish lesson plans and program summaries in its publications (with credit given).

X \_\_\_\_\_

Your Signature & Date