***Logo, company name

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**2024-2025  
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, 2023 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***](mailto:cpayne@virginiawestern.edu)

***By November 1, 2023 @ 4:00 p.m.***

***Please note, late applications will not be accepted.***