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**2023-2024
Virginia Western Educational Foundation
Innovation Grant Letter of Intent (LOI)**

This LOI form is designed to provide initial feedback regarding Innovation ideas.
The LOI must be submitted in order to complete a full application\*.

**LOI Deadline: February 10, 2023**

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

**Project goal(s):** What are the goals you wish to achieve with your bright idea? What is the purpose of your request? (250 word maximum)

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



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



**Budget Categories:**

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

Marketing (limited to 30% of grant total) Software/Equipment (requires IET collaboration)

Materials/Supplies/Other (please explain)

*Please describe any anticipated budget needs noted as “Other”:*

 *\*Please note that full applications will require budget and signatures/approvals of immediate supervisor/department head/VP.*