

# Application Checklist

- Have an idea to teach an aviation-related lesson plan.
- Complete application and attach answers to application questions. Submit application to DOAV.
- Receive grant and teach!
- Submit a completed Commonwealth W-9 form and describe the results you had with your lesson, a lesson plan, number of students in the program, materials list with cost, receipts of items purchased.
- Be reimbursed for Teaching!

Enhance your students' curiosity with the world of flight. Aviation and aerospace education can teach students fascinating, real-world applications to classroom knowledge. The Virginia Department of Aviation's Teachers Grant Program can assist you in purchasing educational materials that enhance your students' aviation learning experience. If you have a great idea for a lesson plan or class activity with an aviation-related theme but couldn't implement due to lack of funding, the Virginia Department of Aviation's Teacher Grant program may be able to assist you!



Return completed application form to:  
Virginia Department of Aviation  
Attn: Betty Wilson  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422  
Telephone: (804)236 3624  
Fax: (804)236-3635  
E-mail: [betty.wilson@doav.virginia.gov](mailto:betty.wilson@doav.virginia.gov)

Apply online at:  
[www.doav.virginia.gov](http://www.doav.virginia.gov)

# Teachers Grant Application



For aviation themed education.

2019-2020  
School Year

Educators in grades K-12 are eligible to apply. Grants are available to teachers in any discipline, provided that the lesson involves aviation. Applications for the 2019/20 school year are eligible from August 1st to May 31st. Qualifying applications will be evaluated on a first-come, first-serve basis.

Ideas could include:

- Using grant money to purchase wood and building materials for model airplanes
- Expensing a trip to one of Virginia's aviation museums
- Developing and building a drone
- Purchasing kits for model rocketry
- Purchasing flight simulation materials and programs



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

Team members' names (if applicable):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_

City/State/Zip Code:

\_\_\_\_\_  
 \_\_\_\_\_

Is this address home or work?(circle one)

Telephone (\_\_\_\_)-\_\_\_\_\_ AM / PM

Email: \_\_\_\_\_

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

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

The total amount requested for each grant must not be more than \$500.00. There is a cap on total grant funding for each school year. Eligible grant applications will be funded until this cap has been reached. Funds must be used before the end of the school year in which they are approved. The requirements listed must be met in order to apply, be selected, and be reimbursed. A grant agreement will be sent to those selected.

**Please attach the answers to the following questions:**

Describe your aviation lesson idea. What will you be teaching and what facets of aviation or aerospace do you plan to use to teach it?  
 (150-500 words).

- What learning outcomes are you looking for from this project?
- If funded, how do you propose to share this lesson with your colleagues?
- For what will the grant be used? Write a plan for how you will spend the funds on aviation-related projects.

I agree that before the end of the school year in which I receive this grant, I will complete the project described and I will provide a final report of the program to include:  
 (150-500 words each)

- How you heard about the grant program
- Copies of at least one lesson plan developed, including Virginia SOLs met.
- A summary of the results of the program and suggested modifications for future use.
- Number of students who benefited from the program.
- A shopping list of materials and cost for supplies.
- Receipts for supplies purchased for the program.

I understand that 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. I will also need to turn in a completed Commonwealth W-9 form to get the reimbursement. (Taxpayer identification number needed).

I further understand that the Virginia Department of Aviation may publish lesson plans and program summaries in its aviation education publications (with credit given).

Your Signature & Date:

X \_\_\_\_\_