

**LEXINGTON EDUCATION FOUNDATION**

**FELLOWSHIP APPLICATION**

Before completing this application, please read *How to Apply for an LEF Fellowship* by clicking [**here**](https://www.lexedfoundation.org/fellowship-grant-application-process/).

**FELLOWSHIP APPLICATION DEADLINES:**

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| --- | --- |
| **NOVEMBER 1** | **Applicable for January-May trainings/opportunities** |
| **JANUARY 15** | **Applicable for March-September trainings/opportunities** |
| **MARCH 1** | **Applicable for May-December trainings/opportunities** |
| **MAY 1: LATE CONSIDERATION ONLY** | **Applications received after March 1 and before May 1 may be reviewed and considered for July-December trainings if applications meet criteria and grant funds remain** |

**HOW TO SUBMIT MATERIALS:**

**Submit your cover sheet and application *electronically*** to: [*apply@lexedfoundation.org*](mailto:apply@lexedfoundation.org).Please type “Fellowship Application” in the subject line.

**Send supporting materials and letters of support** to [*apply@lexedfoundation.org*](mailto:apply@lexedfoundation.org)

**QUESTIONS?** Contact your LEF school liaison ([identified on the LEF website](https://www.lexedfoundation.org/fellowship-grant-application-process/)) or any member of the LEF School Partnership Team.



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**FELLOWSHIP APPLICATION**

**APPLICATION COVER SHEET**

Name:

Current School Year:

School/Position/Grade Level/Curriculum Area(s):

Work Phone:

Alternate Phone:

E-mail Address:

One-sentence summary of your proposed Fellowship:

Amount you are requesting (maximum $4,000):

Have you previously received an LEF Fellowship? If so, when? Yes \_\_ Year(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_

I certify that I am currently a Lexington Public School certified staff member, and that I will be returning as a certified staff member for the next academic year.

Signature of applicant Date

I certify that this request for funding an LEF Fellowship is not covered by the school system’s operating budget.

Signature of principal, department head, or superintendent Date

I have provided two letters of recommendation from the following:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please ask each person writing a recommendation to send LEF a signed electronic copy to [*apply@lexedfoundation.org*](mailto:apply@lexedfoundation.org)

**LEF FELLOWSHIP PROPOSAL INSTRUCTIONS**

*In addition to the completed application cover sheet, please submit a proposal of* ***no more than two printed pages*** *that includes the following information:*

1. Describe the course, workshop, seminar or other professional development opportunity for which you are requesting support. How did you learn of this opportunity?
2. How this Fellowship will strengthen your professional practice and enhance your students’ learning.
3. If your application should be considered along with the applications of colleagues, please identify the other members of the group (note: Each individual Fellowship applicant must submit a separate, personalized application).
4. How you will share the results of your Fellowship with your principal, curriculum leader, and colleagues.
5. How much funding you are requesting of LEF (the maximum award is $4,000). Provide a detailed budget including registration fees, travel, accommodations, food, materials, and other anticipated expenses. If this program requires out-of-state or foreign travel, explain/justify the need for travel -- why, for example, this learning/experience cannot occur closer to Lexington.

In figuring travel costs, please note the following:

* LEF generally bases the allowance for hotel accommodations on the established [government rate](http://www.gsa.gov/portal/content/104877) for the location, and on double-occupancy rates. If having to pay the difference between the established government rate and the actual cost of accommodations would prevent you from pursuing this opportunity, please state this in your application.
* LEF provides a $35 per day food allowance.

­ Please note that Fellowship funds are disbursed on a reimbursement basis.

1. Do you have any time-sensitive deadlines (e.g., for registration) pertaining to this request? If so, what are they?

**ATTACHMENTS:** Please attach to your application information about the program, course, or workshop, including dates, location, and fees, and/or provide a link to the website that provides this information.