



# **FISCAL YEAR 2025 APPLICATION FOR THE HOMETOWN TEACHER PROGRAM**

**Deadline for Applications: March 14th, 2025**

**Contact information:**

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Department of Teacher Education and Licensure  
Virginia Department of Education

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# VIRGINIA DEPARTMENT OF EDUCATION COMPETITIVE GRANT APPLICATION PACKET

**Issue Date:** November 7, 2024

**Title:** FY 2025 Hometown Teacher Program

**Issuing Agency:** Physical Address:  
Virginia Department of Education  
Department of Teacher Education and Licensure  
James Monroe Building – 24<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, Virginia 23219

Mailing Address:  
Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120

**Issued to:** School divisions in all regions of the state may apply.

In the selection process, the Virginia Department of Education will consider the geographic distribution of grant recipients. At least one school division within each of the eight superintendent regions, applying for such grants, will be awarded prior to awarding grants to multiple school divisions within a single superintendent region. Each superintendent region shall be permitted to apply for up to four grant awards.

**Purpose of Grant:** To provide a stipend per academic year, for up to four years (contingent upon available funding), for individuals who graduated from a public high school, were eligible for free lunch, and teach for a period of at least four years at a school in the division in which the individual graduated high school.

**Funding Authority:** Virginia General Assembly

**Amount of Grant:** \$7,500 per academic year for up to four years  
(Grant awards are subject to available funding.)

**Grant Period:** July 1, 2024 – June 30, 2025

**Submission Deadline:** 4 p.m., March 14th, 2025

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## **SUBMISSION OF APPLICATIONS:**

In order to be considered for selection, applicants must submit a completed VDOE Hometown Teacher Form (initial or continuing) to their employing school division's Human Resources Office. Human Resources Directors must submit completed application forms to their Superintendent.

All initial applicants will be evaluated by the process established by each Superintendent's Region to select regional nominees. Each Superintendent's Region will determine its own process to select up to four regional nominees based on the guidance in this document.

All continuing applicants will be evaluated by the process established by the Virginia Department of Education. Human Resource Directors must submit continuing application materials directly to the Virginia Department of Education. Continuing applicants should not be sent to the Superintendent's region for review.

Please note: All applications must be received **no later than 4 p.m., Eastern Daylight Time, on March 14th, 2025** via email to [ahmad.saidi@doe.virginia.gov](mailto:ahmad.saidi@doe.virginia.gov). Applications received after the deadline will not be accepted unless the deadline is modified by the Department of Human Capital. (The subject line in the email should read, GRANT APPLICATION FOR HOMETOWN TEACHER PROGRAM).

Please direct all inquiries, questions, and requests for information to: Ahmad Saidi, Grants Manager, Office of Apprenticeships, Virginia Department of Education, either by email to [ahmad.saidi@doe.virginia.gov](mailto:ahmad.saidi@doe.virginia.gov) or phone (804) 750-8697.

**Note: The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities.**

# **APPLICATION REQUIREMENTS**

## **I. PURPOSE AND BACKGROUND**

The 2024 General Assembly Special Session I appropriated \$240,000 for the Hometown Teacher Program.. The Virginia Department of Education (VDOE) is seeking applications for this pilot program that provides grants to low-income high school graduates who attended an institution of higher education in the Commonwealth and subsequently teach in a high-need public school in the school division in which they graduated from high school.

## **II. INITIAL APPLICATIONS**

Applicants must complete the Initial VDOE Hometown Teacher Application Form if they have not received a Hometown Teacher award to date. The form includes:

1. Applicant's contact, high school, college, and license information.
2. School division's Superintendent (or designee) certification.

## **III. INITIAL APPLICATION INSTRUCTIONS**

1. Teachers may apply for this grant by completing the VDOE Hometown Teacher Program Form and submitting it to the Human Resources Office in the school division in which they are employed.
2. The employing school division is responsible for verifying the applicant meets all criteria.
3. School division Human Resources Directors must submit completed Hometown Teacher Program Application Forms to their Division Superintendent/designee for certification. Forms collected at the division level will then be forwarded to the Superintendent's Region for further consideration.
4. Each Superintendent's Region should establish its own process to select up to four applicants for the Hometown Teacher Program based on the criteria identified below:
  - the teacher graduated from a public high school in the school division in which they are currently employed;
  - the teacher was eligible for free lunch during the applicant's attendance at a public high school in the local school division; and
  - the teacher is teaching, within one year of graduating from an institution of higher education in the Commonwealth, with a commitment to teach for a period of at least four years, at a public school at which at least 40 percent of students qualify for free lunch in the school division in which such individual graduated from high school.

5. Regions should give priority to teachers who hold a renewable five- or ten-year teaching license and to those who fill a critical teacher shortage areas when submitting teachers' names recommended to receive a grant award.
6. Regional selections must be submitted to the Virginia Department of Education no later than close of business March 14, 2025. Once award recipients are selected, the Department of Education will contact the school division and award recipients and ensure award disbursement.

#### **IV. CONTINUING APPLICATIONS INSTRUCTIONS**

Applicants must complete the Continuing VDOE Hometown Teacher Program Application Form if they have received an award during either fiscal year 2022, fiscal year 2023 or fiscal year 2024. The form includes:

1. Applicant's contact, high school, college, and license information.
2. School division's superintendent (or designee) certification.

#### **V. SPECIFIC CONTINUING APPLICATION INSTRUCTIONS**

1. Teachers may apply for this grant by completing the Continuing VDOE Hometown Teacher Program Form and submitting it to the Human Resources Office in the school division in which they are employed.
2. The employing school division is responsible for verifying the applicant continues to meet all eligibility criteria.
3. School division Human Resources Directors must submit completed Continuing Hometown Teacher Program Application Forms to their division superintendent/designee for certification. Forms collected at the division level will then be forwarded to Ahmad Saidi at [ahmad.saidi@doe.virginia.gov](mailto:ahmad.saidi@doe.virginia.gov) for consideration.
4. The Virginia Department of Education will establish a process to select applicants for the Hometown Teacher Program based on the criteria identified below:
  - the teacher graduated from a public high school in the school division in which they are currently employed;
  - the teacher was eligible for free lunch during the applicant's attendance at a public high school in the local school division; and
  - the teacher is teaching, within one year of graduating from an institution of higher education in the Commonwealth, with a commitment to teach for a period of at least four years, at a public school at which at least 40 percent of students qualify for free lunch in the school division in which such individual graduated from high school.

5. Priority will be given to teachers who hold a renewable five- or ten-year teaching license and to those who fill a critical teacher shortage area when evaluating continuing applications.
6. Once award recipients are selected, the Department of Education will contact the school division and award recipients and ensure award disbursement.

## **VI. REVIEW PROCESS**

As regionally selected applications and continuing applications are received at the Department, they will be reviewed by staff for completeness. If, in the judgment of the Department, an application is late or significantly incomplete, the proposal will be omitted from the review process. The decision of the Department is final. School divisions that submit applications that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will evaluate eligible applications based on the required application components and the established criteria. The review panel will review each eligible application and make recommendations regarding final selections to the Virginia Department of Education. The Virginia Department of Education may consider prioritizing the applicants employed in the highest-need divisions and the geographic distribution of applicants when making final decisions for the pilot program.

## **VII. DISBURSEMENT OF FUNDS**

Employing school divisions will be notified of recipient names via a grant award notification. Employing school divisions will be responsible for notifying recipients and disbursing funds by June 30, 2025. All funds will be sent to the employing school division via lump-sum payment by May 23, 2025. The award is taxable to the recipient, and the school division assumes responsibility for enduring all taxes are remitted.

## **APPENDICES**



**VIRGINIA DEPARTMENT OF EDUCATION  
FY 2025 HOMETOWN TEACHER PROGRAM  
INITIAL TEACHER FORM**

The 2024 General Assembly Special Session I appropriated \$240,000 for the Hometown Teacher Program. This program will provide grants to low-income high school graduates who attended an institution of higher education in the Commonwealth and subsequently teach in high-need public schools in the school divisions in which they graduated from high school.

**TEACHER INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Employing School Name: \_\_\_\_\_ Teaching Assignment: \_\_\_\_\_ First Day of Employment  
(MM/DD/YYYY): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TEACHER HIGH SCHOOL INFORMATION:**

High School: \_\_\_\_\_ High School Graduation Year: \_\_\_\_\_  
School Division: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Eligible for Free Lunch During Attendance (Y/N)?: \_\_\_\_\_

**COLLEGE/UNIVERSITY INFORMATION (List all degrees earned):**

College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____
College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____
College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____

**TEACHER SIGNATURE:**

*I certify that the information on this form is accurate and complete, and I meet the criteria to be considered for an award.*

Teacher Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**DIVISION SUPERINTENDENT'S CERTIFICATION OF APPLICANT**

**ATTENTION HUMAN RESOURCES DIRECTORS: Human Resources Directors must submit completed initial application forms to their Superintendent.** All applicants will be evaluated by the process established by each Superintendent's Region to select regional nominees. Each Superintendent's Region will determine its own process to select regional nominees based on the guidance issued in the accompanying application packet. Regional nominees should be submitted to Ahmad Saidi, Grants Manager, at [ahmad.saidi@doe.virginia.gov](mailto:ahmad.saidi@doe.virginia.gov) by March 14, 2025 for review.

I certify that the teacher named above has met the criteria for the grant, and I recommend the teacher for a grant award.

School Division: \_\_\_\_\_ Superintendent's Region: \_\_\_\_\_  
Superintendent's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent's Signature: \_\_\_\_\_



**VIRGINIA DEPARTMENT OF EDUCATION  
FY 2025 HOMETOWN TEACHER PROGRAM  
CONTINUING TEACHER FORM**

The 2024 General Assembly Special Session I appropriated \$240,000 for the Hometown Teacher Program. This program will provide grants to low-income high school graduates who attended an institution of higher education in the Commonwealth and subsequently teach in high-need public schools in the school divisions in which they graduated from high school.

**TEACHER INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Employing School Name: \_\_\_\_\_ Teaching Assignment: \_\_\_\_\_ First Year of Award (YYYY): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TEACHER HIGH SCHOOL INFORMATION:**

High School: \_\_\_\_\_ High School Graduation Year: \_\_\_\_\_  
School Division: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Eligible for Free Lunch During Attendance (Y/N)?: \_\_\_\_\_

**COLLEGE/UNIVERSITY INFORMATION (List all degrees earned):**

College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____
College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____
College/University: _____	Major: _____	Degree Earned: _____	Graduation Year: _____

**TEACHER SIGNATURE:**

*I certify that the information on this form is accurate and complete, and I meet the criteria to be considered for an award.*

Teacher Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**DIVISION SUPERINTENDENT'S CERTIFICATION OF APPLICANT**

**ATTENTION HUMAN RESOURCES DIRECTORS:** Human Resources Directors must submit completed continuing application forms to their Superintendent. Signed and completed continuing applications should be sent to Ahmad Saidi, Grants Manager, via email at [Ahmad.Saidi@doe.virginia.gov](mailto:Ahmad.Saidi@doe.virginia.gov) by March 14, 2025, for consideration. All applicants will be evaluated by the process established by the Virginia Department of Education.

I certify that the teacher named above has met the criteria for the grant, and I recommend the teacher for a continuing grant award.

School Division: \_\_\_\_\_ Superintendent's Region: \_\_\_\_\_  
Superintendent's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent's Signature: \_\_\_\_\_

