2017-2018 Learning Enrichment Grant Application Guidelines (Apps due 9/21/2017)

The Liberty School District Foundation is inviting teachers to apply for this year’s cycle of Learning Enrichment Grants. The Foundation will award grants up to $500 to certificated staff of the Liberty Public Schools.

**Purpose**

The LSDF will provide funds for **the 2017-2018 academic year** to LPS teachers and certificated staff to develop and implement instructional projects that motivate and challenge students to learn. Proposals should be unique projects that expand upon, enliven, and/or enrich curriculum.

**Eligibility**

* Proposals do not have to be limited to the classroom; projects implemented in before or after school activities are welcome.
* Teachers, certificated staff, social workers or nurses are eligible to apply.
* Collaborative proposals are welcome (within or between schools); however, we ask that you name one individual as the lead contact.
	+ The lead contact will be responsible for submitting reports and responding to LSDF in a timely manner.

**Project Period**

Projects must take place in the 2017-2018 school year.

**Reporting Requirements**

In an effort to accurately capture how funds were used and the impact of those funds, awarded applicants are required to submit a final report (report form will be provided), **along with a pictures showing how funds were used**. Failure to submit completed and timely reports may result in disqualification for future grants.

**Restrictions**

Grant funds must directly benefit students. The following restrictions apply:

* Grant funds may not be used for salaries or substitute pay.
* Grant funds may not be used for teacher conferences, professional development costs, or tuition.
* All materials and equipment purchased with grant funds become property of the school, not the awardee(s).

**How to Apply**

* Only applications submitted via email will be accepted (paper copies will not be considered).
* **Completed application materials must be submitted on or before September 21, 2017:**
	+ Cover page with signature of grant applicant and building principal
	+ Grant Application (not to exceed 3 pages) and Budget Form
	+ Memo of Intent
		- A completed Memo of Intent form signed by the building principal
	+ Completed application must be emailed to lsdf@lps53.org
		- **Subject Line of Email: School Name – Individual Name – LEG Grant Application**

**How are proposals evaluated?**

Members of the LSDF Board will evaluate all applications on the basis of the project’s benefit to students, the efficient use of funds, and the level of innovation associated with the project.

**Awards and Expectations**

* Awards will be announced in October 2017.
* All materials purchased with grant funds should be clearly marked with a LSDF sticker of donation (supplied by the LSDF upon request).
* Funds will be awarded to the school district for the identified project on behalf of the applicant. If for any reason the project is not implemented within the project period and/or funds are not fully expended, the applicant must submit a request to use any remaining funds in the next school year OR return any unused funds to the Liberty School District Foundation.

2017-2018 LEARNING ENRICHMENT GRANT COVER PAGE

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Amount Requested:** |  |
| **Estimated number of students that will be impacted (provide an actual whole number)** |  |
| **Lead Applicant Name:** |  |
| **Position:** |  |
| **School:** |  |
| **Email:** |  |
| **Phone:** |  |
| **If you are collaborating with other staff, please list those individuals and their positions** |  |
| **Schools(s) of Grant Implementation:** |  |
| **Community Partners (if any):** |  |

**Grant Applicant (lead applicant) Signature**

By signing you accept the obligation to adhere to the guidelines set forth by the Liberty School District Foundation, including, submitting the final report and responding to LSDF in a timely manner:

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

Signature

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

Name and position

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

Date

2017-2018 LEARNING ENRICHMENT GRANT APPLICATION

**Proposal Summary**

Provide a brief (2 – 3 sentence) summary of the grant proposal. This should be a summary of your idea and is the FIRST thing that grant reviewers will read.

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**Project Proposal**

Describe your proposal in the space below answering the following questions:

* What is your project idea (aka, what will you do with the money)?
* How does this project relate to the goals of the school/district?
* How will this project enhance the educational or extracurricular experiences of the students?

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**Describe the Need/Problem**

* Why is there a need for this project?
* Describe the problem you want to solve or the need you want to fill.

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**Project Expectations/Outcomes – Learning Targets or Goals**

* What do you expect to achieve?
* How will learning be changed or improved? For example, what student behaviors will be different?
* What skills will students acquire?
* How many students will be directly impacted by this project this year and in future years?

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**Project Evaluation**

How will you know the project has met its goals?

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**Please select ONE category that best matches your request – the LSDF will use this information to communicate and connect your needs to donors, businesses and other stakeholders.**

\_\_\_ Literacy

\_\_\_ Fine Arts

\_\_\_ STEM

\_\_\_Character Education

\_\_\_ College & Career

\_\_\_ Real-World Experience

\_\_\_Special Education

\_\_\_Other

**Budget**

Provide a complete list of expenditures (e.g. student materials, equipment, etc.), including shipping and handling fees if applicable. Please remember that grant funds cannot be used for salaries, substitute pay, or professional development.

*Budget example*

|  |  |
| --- | --- |
| *Quantity, description of item, cost of item/unit*  | *Total Cost* |
| *2 resource books @ $25.00 each* | *$50.00* |
| *10 plastic tubs @ $3.50 each* | *$35.00* |
| **TOTAL GRANT FUNDS REQUESTED** | ***$85.00*** |

**Proposed Budget** (add rows as needed)

|  |  |
| --- | --- |
| Quantity, description of item, cost of item/unit |  |
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| **TOTAL GRANT FUNDS REQUESTED** |  |