

Updated for
2023-2024



GRANT SUCCESS GUIDE

Our goal is to fund impactful learning experiences for our LPS learners by advancing the district priorities of Experiential Learning opportunities, Real World Learning experiences and Project Based Learning.



Liberty Education Foundation
GRANTS
EMPOWERING BRIGHT IDEAS



Greetings, LPS Faculty!

We are excited about your interest in LEF Grants and trust you will find this Grant Success Guide a helpful tool as you consider applying for a grant. Hopefully all your questions will be answered! If you have previously applied for a grant through the Foundation, you will be pleased to learn that we have simplified our grant program to better serve you and the students of our incredible district!

- Applications are open from the start of the school year and will be reviewed monthly.
- Funding amounts are on a sliding scale based on how many students will directly benefit from grant funds (see below).
- We have introduced a concept approval step to ensure your project is compatible with our funding goals and to guide you if you are unsure about your idea.
- The application form incorporates the LPS Memo of Intent. (If you've applied for a LEF grant before, you will appreciate this change!)
- The types of projects we will consider are tied to district initiatives focused on experiential learning.

We are confident these changes will be helpful to you and benefit our LPS learners! Please read this guide to learn all about our grants, things to consider before applying, and how to write a great application. Call us at x7121 if you have any questions.

Shine Bright, LPS!

Your LEF Friends,
Tanna Campbell, Executive Director, and Lisa Styles, Director of Programs

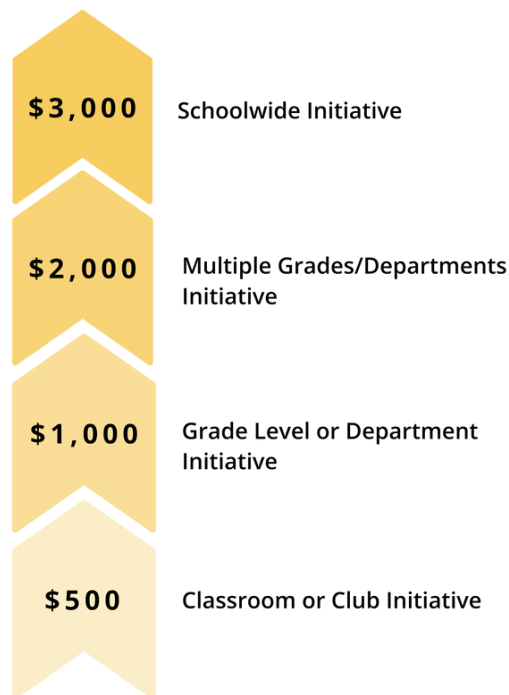
WHO CAN APPLY?

Teachers, counselors, librarians, nurses and social workers can apply for Liberty Education Foundation Grants.

Please note that teaching teams can only receive funding for one grant per school year.

HOW MUCH CAN YOU REQUEST?

The amount you can request is determined by the number of students who will benefit from the grant. A classroom project can request up to \$500, and a schoolwide initiative can request up to \$3,000. See the graphic to the right!





WHAT CAN YOU APPLY FOR?

We are excited to fund impactful learning experiences for LPS students! Project proposals should incorporate one or more of the following LPS and LEF priorities:

- **Experiential Learning Opportunities**, including outside the classroom experiences like field trips
- **Real World Learning** experiences
- **Project Based Learning** units
- Projects or experiences that help students gain skills and dispositions identified in the **Graduate Profile** (should include at least 2 of the 5 categories)

While we appreciate the need to replenish classroom materials such as books and STEM supplies, we will not fund the purchase of these types of supplies unless they are a component of a larger project.

IMPACTFUL GRANT PROJECTS FROM LAST YEAR



PUT PUT ISLAND

Ashley Allen and Brandi Moore from Franklin led students through a PBL unit studying the economics of operating mini golf course. Students visited a mini golf course and then designed their own! The grand opening of Put Put Island was an incredible celebration of their hard work. Students learned so much and had a great time, too!



MULTICULTURAL CIVILIZATION PBL

Traci Bartolotta and Margie Manion at Discovery Middle School received funding to take 6th graders to the incredible Maya exhibit at Union Station as part of their interdisciplinary study of civilizations. Students showcased their projects about civilizations a few months later at Union Station!

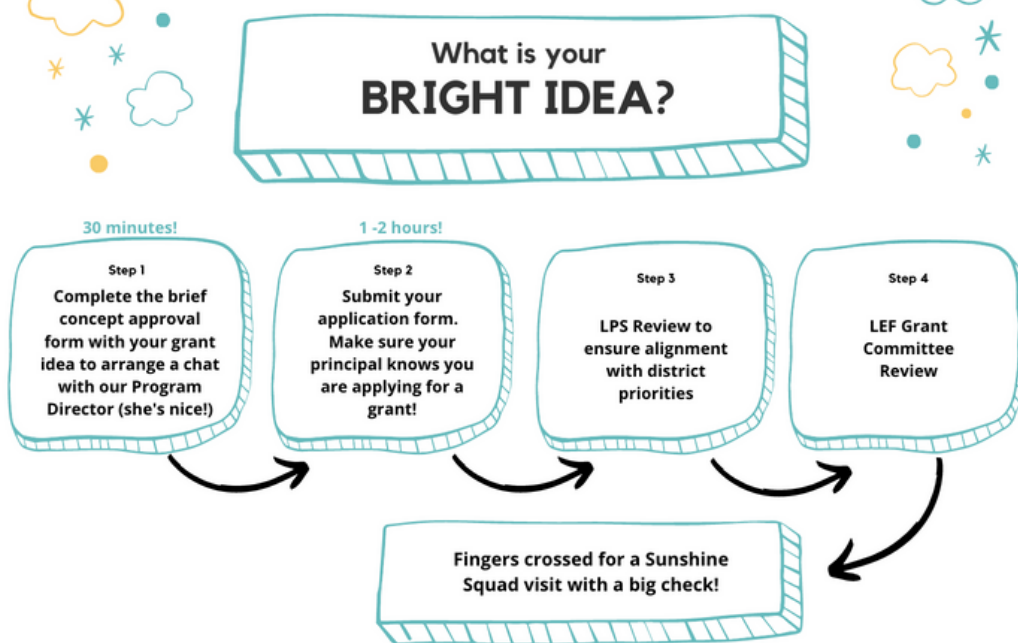


ICE ICE, BABY!

Cathy Dolsky at Manor Hill received funding to take her ELL students ice skating at Crown Center - an new experience most of them! Students learned to ice skate and practice their English skills by ordering hot chocolate. They had an incredible, memorable learning experience.



Application Process



1 CONCEPT APPROVAL

The first step in the grant application process is concept approval to ensure that your project idea is compatible with the Foundation's goals and requirements, increasing the likelihood that your grant will be funded. If your project idea does not align with LEF Grant goals, we'll let you know (gently!), so you don't spend valuable time completing an application with little chance of being selected for funding.

After you submit the [concept approval form](#) (5 minutes to complete), our Program Director will email you to schedule a brief call (15-20 minutes). Be prepared to answer these questions:

- Why this project? What inspired it?
- How will your project directly impact students? What is your learning goal?
- How does your project incorporate the LPS/LEF priorities of experiential learning, real world learning or project based learning?
- Would a small pilot be appropriate?
- Have you checked that the resources you need aren't already available in your building or at the district level?
- Have you talked about your project idea with your school's Innovation Coach?
- When do you plan to implement the project?
- How will you know if your project has been successful?
- How do you plan to share your project's impact and outcomes with colleagues and the community?
- If your project proposal is approved, you will be emailed the application form and budget!



2 APPLICATION FORM & BUDGET

If your project gets the green light, it's time to prepare your application. The application form asks for this information:

- Amount of request
- Student population that will benefit from the grant
- Estimated number of students who will directly benefit from the grant
- Topic/subject your students will be learning about
- LPS priority (or priorities) project best aligns with
- Project summary *and* a detailed description
- Project evaluation plan
- Plan for assessing student learning/growth

The budget form should be completed in Excel/Sheets, and you will need to list all the items you would purchase, where they would be purchased from, and if they are necessary or simply helpful for the project's success.

3 LPS REVIEW

District leadership reviews applications to ensure alignment with district priorities.

4 LEF GRANT COMMITTEE REVIEW

THE LEF Grant Committee reviews all applications for their potential impact on our LPS students.

Pro TIPS

- Don't use jargon. Clearly explain educational concepts.
- Focus on how student learning will be enriched through your project.
- Make the connection between your project and LPS/LEF goals crystal clear. The Graduate Profile is a great resource to reference!
- Don't pad your budget with unnecessary items.
- Make sure the amount on your budget matches what you enter on the application form.
- Don't handwrite your budget.



WHEN ARE APPLICATIONS DUE?

Applications are due the last Friday of each month, August through March.

- August 25
- September 29
- October 27
- November 24
- December 29
- January 26
- February 23
- March 29

Applications* will be reviewed on a monthly basis and funds will be distributed the following month. **Once our designated grant funds have been awarded, we will no longer accept concept approval requests.** Check our website to make sure we are still accepting applications: libertyeducationfoundation.org/lefgrants

*full applications, not concept approval requests



APPLY EARLY!



The application process was very easy and LEF was happy to have a phone conference with my teaching partner and myself as we were assured our application phrasing and word placement was correct. The stages of approval were communicated clearly and we are so grateful our project was selected and supported by this amazing foundation!

2nd grade teacher

QUESTIONS?

We are here to help - please contact Lisa in the Foundation office, x7121, if you have any questions.

TIME COMMITMENT

The approximate time commitment for completing a LEF Grant Application: Concept approval takes about 30 minutes and to prepare your full application will take approximately 1-2 hours.



APPLICATION FUNDING

If your application is selected for funding, you will be emailed the happy news or surprised in your classroom by our Sunshine Squad! You will be notified by the LPS Business Office when funds are available - usually within 4 weeks of the application deadline.

You will work with your building's Administrative Assistant to purchase supplies needed for your project. We will reach out occasionally to get a progress update on your project, and we might schedule a visit to see your students benefiting from Foundation grant funds.

If you haven't spent all grant funds by the end of the school year, we will arrange a return of remaining funds to the Foundation through the Business Office.



REPORTING REQUIREMENTS

In return for funding your project, we want to see your **impact!**

We ask you to complete a **brief final report** at the end of the school year or as soon as your project is complete. We need to know if the awarded funds were spent and if the project's outcomes met (or exceeded) expectations!

We also require **photos or videos** of students engaged in grant-funded learning to share with our supporters.

We occasionally invite community stakeholders to observe the impact of their investment in LPS classrooms. Of course, we'd arrange any visits with you first!

WIN-WIN SHARING

We will share about your grant project on social media and in newsletters to our supporters.

Likewise, we encourage you to share about your project made possible through Foundation grant funds in classroom newsletters and your social media.

It's a Win-Win because you get recognized for your efforts to enrich learning for your students, and we get to take credit for funding it!

