

Lancaster Public Education Foundation Mini-Grant Application

Title of Proposal

Number of students involved in the project _____ Grade Level(s) _____

Total amount requested from the Lancaster Public Education Foundation \$ _____

Staff member responsible for grant proposal:

Name: _____

School _____

Staff Position _____ School Phone _____

Email _____ Home Phone _____

Funding is currently being offered for projects to be completed in the 2007-08 school year. Funding is limited to \$100 per project. Four (4) projects will be funded during this school year.

Deadline for submission of applications is December 1, 2007.

Submit completed grant application to:

Lancaster Public Education Foundation

Attn: Grant Committee

123 S. Broad Street

Lancaster, OH 43130

Principal's Support: I have read this proposal and will support its' implementation. This project is compatible with Lancaster City School District's policies and continuous improvement plans but cannot be fully funded through our building budget.

Principal's Name (please print) _____

Principal's Signature: _____ Date: _____

Staff Member's Commitment: I am committed to completing this project in the 2007-08 school year and if I receive a grant, I will:

1. Obtain approval from the Lancaster Public Education Foundation Grants Committee for any changes in expenditures.
2. Refund any unused funds to the Lancaster Public Education Foundation.
3. Send completed evaluation and financial report to the Lancaster Public Education Foundation no later than June 10, 2008.
4. Identify the Lancaster Public Education Foundation as the funding source in any publications.

Staff Member's Name _____

Staff Member's Signature _____ Date: _____

Project Description

1. Attach additional pages, typed, and double-spaced your narrative.
2. Describe the entire project (no more than 2 pages) including list of any equipment to be purchased.
3. From the teacher's perspective, how will this grant assist you in being more effective? (maximum one page)
4. From the student's perspective, how will their educational experience be changed, enhanced or improved as a result of this project? (maximum one page)
5. How will you evaluate the effectiveness of this project? (maximum one page)
6. Include a detailed budget of how the funds will be spent (maximum one page)

Grant Requirement Checklist

Before submitting your grant application, please complete the following checklist to ensure that all of the required information has been included. Grant applications that are incomplete are difficult to process and unlikely to be funded.

General Requirements

- ___ The applicant is a Lancaster City Schools administrator, teacher, staff, student or parent sponsored by certificated staff.
- ___ The building principal has read, signed and dated the proposal.
- ___ The Statement of Commitment has been signed by all key personnel.
- ___ The authorized Lancaster Public Education Foundation application form has been used. (Available through the District office.)
- ___ The original grant application and four copies, a total of five sets, have been submitted.

Supporting Documentation

- ___ Complete list of equipment to be purchased is enclosed.
- ___ Method of evaluating program has been described.

Budget

- ___ The total amount requested from Lancaster Public Education Foundation is less than \$_____.
- ___ There are no requests for reimbursement for money that has already been spent.
- ___ A detailed accurate budget has been attached.