

Grant Guidelines for the Lancaster Public Education Foundation

The Lancaster Public Education Foundation hopes to award \$2,000-3,000 worth of grants this coming school year. Funding is being offered for projects to be completed in the 2009-2010 school and/or calendar year that improve learning opportunities and academic achievement, enhance the leadership and educational capabilities of administrators, teachers, and staff, and advance improvements in the classrooms, schools, and related facilities of the Lancaster City Schools. Funding is limited for projects that would be considered within three categories:

- (1) \$1.00-\$100.00
- (2) \$101.00-\$250.00
- (3) \$250.00-\$1,000.00

At this time, grants in excess of \$1,000.00 cannot be considered.

Projects will be funded when deemed of high quality and LPEF funds are available. Grants will not be awarded for ideas and programs already supported by booster groups and parent organizations. Lancaster Public Education Foundation's priority is to support ideas and special needs of individual teachers/staff/administrators, small groups of teachers/staff/administrators, or school-wide projects not funded in other ways.

The deadlines for submission of applications are: April 15; June 15, October 15, and December 15. Grants submissions are reviewed after those dates. For those grants that might be considered for funding, a follow-up interview is typically requested.

Funds should be dispersed approximately thirty (30) days after grant award is confirmed.

Project Description

1. Grant narrative must be typed using MS Word, Times New Roman Font 12, with pages numbered, and margins should be set at one inch on all sides of the page. Double space the narrative.
2. Describe the entire project (no more than 2 pages) including a list of any equipment to be purchased. Any equipment or supplies will become the property of the school where the grant is implemented upon completion of the project.
3. From a teacher's perspective, how will this grant assist a teacher in being more effective with instruction and student learning? (maximum one page)
4. From a student's perspective, how will this grant change, improve, and/or enhance the educational experience in the setting described in the grant? (maximum one page)
5. How will you evaluate the effectiveness of this project? (maximum one page)
6. Include a detailed budget and narrative explaining how and when the funds will be spent (maximum one page)

Grant Requirement Checklist

Before submitting your grant application, please review 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 and the project is sponsored by and monitored by a certificated staff member of Lancaster City Schools.

_____ 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.

_____ The grant does not supplant activities and/or instructional programs that pre-exist within the district.

_____ The original grant application and four copies, a total of five sets, including budget 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 \$_____.

_____ There are no requests for reimbursement for money that has already been spent.

_____ A detailed accurate budget has been attached.

Please complete the grant narrative and supportive materials in the following order.

1. Cover Page (1 page)
2. Grant Project Description (2 pages)
3. Teacher's perspective page (1 page)
4. Students' Perspective Page (1 page)
5. Evaluation Plan (1 page) (to be completed after the grant project is finished)
6. Budget and Narrative (1 page)