



Lebanon Educational Foundation

Supporting education. Inspiring achievement.

GRANT APPLICATION – 2016-2017

The Lebanon Educational Foundation provides funding for innovative educational programs & projects for which school funding is not available. To that end, we are pleased to invite you to participate in our grant process.

- APPLICATION DEADLINE:** September 16, 2016, 4:00 p.m. and February 17, 2017, 4:00 p.m.
Mail or bring completed application to the Foundation office at Hattie B. Stokes Elementary, 1005 Hendricks Drive or P. O. Box 47, Lebanon, Indiana 46052
*Inter-office mail will be accepted but must be received by 4:00 p.m. on the deadline day. Please keep delivery time in mind if you send your application via inter-office mail.
- ELIGIBILITY:** Projects must cover instructional enrichment.
School funding must not be available for the project.
No salaries will be eligible for funding.
No funding will be available for snacks or party supplies.
Field trips must have an educational component. Field trip fees should be above and beyond costs which parental financial support cannot pay.
Minimal funds will be available for capital expenditures and equipment (this includes all forms of technology).
September 16 funded projects must be completed by December 31, 2017. February 19, 2016 funded projects must be completed by May 31, 2018. Grant usage extensions must be pre-approved in writing by LEF.
- FUNDING:** Grant requests may range up to \$2,500.00
Notification of funding will take place 30 – 45 days after submitting the grant.
Funds will be dispersed by the LCSC Administration Office upon receipt of the proper claim forms, receipts, invoices etc. and with an appropriation number which will be provided to the grant recipient at the time the grant is awarded.
- REPORTING:** A final report is due 30 days after project completion, and must include:
- A complete record of expenses;
 - A narrative describing project implementation, evaluation and results;
 - Any photos taken during the project.
- Any unused funds over \$1.00 must be returned to the Foundation.
Failure to complete a final report on time will jeopardize future grant opportunities.
- PROMOTION AND MARKETING** If you receive funding from LEF you must agree to promote and publicize the Lebanon Educational Foundation's support of the grant. Promotion includes notifying LEF, parents and the media of opportunities to view and/or participate if applicable. Recipients must also agree to volunteer for one LEF event. (This included, but is not limited to serving on the grant committee, volunteering for the Firecracker, or the golf outing.)LEF must be notified 10 days prior to the grant being utilized. Contact LEF for additional details.
- JUDGING CRITERIA:** Number of students impacted by the proposal.
Number of schools involved and the cost per student.
Originality and creativity.
Need for the program and projected educational value. (Please include any standards this project would cover)
Will the school budget normally fund this project?

We look forward to receiving your application, and to seeing many creative ideas! If you have any questions regarding the application process, or on the form itself, please email to Lebanon Educational Foundation at lef@leb.k12.in.us.

Application

*Please mail or bring your completed original application (**with 9 copies**) by 4:00 p.m. September 16, 2016, or February 17, 2017 to LEF, Hattie B. Stokes Elementary School, 1005 Hendricks Dr. or P.O. Box 47., Lebanon, IN. 46052 (Additional pages may be added. Total application should not exceed 8 pages.) This page should only be on your original application. Do not attach it to the 9 additional copies. This page will not be distributed to the review committee.*

Name of Applicant(s): _____

Position: _____

School(s): _____

Telephone Numbers: Day _____ Evening _____

Project Name: _____

Instructional Discipline: _____

Target Grades: _____

Approximate number of students who will benefit: _____

Project Period: From _____ to _____

Signature of Applicant(s): _____ Dated: _____

Building Principal's Comments _____

Signature of Building Principal: _____ Dated: _____

Superintendent's Comments _____

Signature of Superintendent: _____ Dated: _____

Foundation Use Only:

Grant Number _____

Total Requested \$ _____

Total Awarded \$ _____

School: _____

Project Name _____

1. Provide a brief overview of the project.

(Last sentence to be completed by applicant) “This project promotes academic excellence by...”

2. What is the main curriculum component this project addresses?
3. Explain how the success of this project will be measured and evaluated.
4. Why do you think there is a special need for this project?
5. How will the students benefit from this project?
6. Normally, the Foundation will fund exemplary projects and activities, which cannot be funded by the LCSC budget, Extra Curricular Account, or other monies of LCSC. How have you verified that funding is NOT available for this project from these sources?
7. Identify any funding that is or could be available from other sources (PTO, Business collaboration etc).

Budget

	LEF Grant	In-Kind	Other Funding	Project Total
Personnel: (Itemized)				
Materials: (Itemized)				
Miscellaneous: (Itemized)				
Shipping & Handling				
Total				

This a sample copy of the Post Project/Grant Award Report which is to be completed within 30 days of the completion of the project. You do not need to include this report with your grant application. This is for your information to assist you in tracking the information which will be required at the conclusion of your grant.

**THE LEBANON EDUCATIONAL FOUNDATION
PROJECT/GRANT EVALUATION**

This form must be submitted to LEF within 30 days after the project is completed.

Thank you!

Grantee's Name: _____

School Name: _____

Title of Grant: _____

Date of Project: _____

Amount of Grant: \$ _____

Project Evaluation

1. Brief summary of the project.
2. What project evaluation tool did you use and what were the results?
3. Did you:
 - a. Announce your grant in your newsletter to parents? Please provide a copy if applicable.
 - b. Announce your grant in the school's daily announcements?
 - c. Send a letter to the student's parents notifying them of the grant?
4. Was there any other public recognition of the LEF Grant? (i.e. article in *The Reporter*, school newsletter, PTO newsletter).
5. Did you have any photographs taken of or during the project that can be used by LEF for public relation purposes? If so, please submit them with the report or email them to goodwinc@leb.k12.in.us.
6. Any other comments or suggestions for LEF?

How many students benefited from this project? _____

Evaluation Authorization

(Signature of Grantee)

(Date)

Please attach/send newspaper articles, handouts, completed items, pictures, etc., related to your project

**Send documentation and this form within 30 days of project completion to:
Lebanon Educational Foundation, P.O. Box 47, 1005 Hendricks Dr., Lebanon, IN 46052
You can also use inter-office mail!**

SAMPLE LETTER TO BE UTILIZED FOR PARENT NOTIFICATION

DATE

Dear Parents:

I wanted to let you know that I recently applied for and was awarded a Classroom Grant from the Lebanon Educational Foundation. The Lebanon Educational Foundation provides funds to Lebanon Educators for projects which support education and inspire achievement. I am honored to have received this grant and thrilled that your child will experience this project.

I was awarded \$ _____ to _____ *(Explain grant; what students will do and when)*. I know this will be a great experience for your student and I look forward to sharing it with them.

Sincerely,

(Your name).