Lincoln School Foundation

Grants in Action

Congratulations on receiving funding from the Lincoln School Foundation (LSF). We are excited to see your grant take shape in the coming months. Whether you are new to the LSF grant process or have received funding in the past, we wanted to share with you our goals for supporting you and communicating with the broader community regarding your grant.

To help with your communications to and from the Lincoln School Foundation you will be assigned a **Grant Liaison** who can help answer questions and help document and publicize your grant in action. Feel free to contact your Grant Liaison at any point in time and specifically to let the LSF know when your Grant is “In Action”. In the meantime, if you have any questions please contact Kristen Ferris, LSF grants chair, at [ferris.kristen@gmail.com](mailto:ferris.kristen@gmail.com), Anne Wang, LSF co-chair at [anneawang@gmail.com](mailto:anneawang@gmail.com) or Maria Miara, LSF co-chair, at [maria.deboef@gmail.com](mailto:maria.deboef@gmail.com).

Depending on your grant you may need to **purchase items or seek reimbursement**. Our treasurer, Anne Wang, will assist you in this process. She can be reached at [anneawang@gmail.com](mailto:anneawang@gmail.com). Please do not hesitate to contact her with any questions about the financial aspects of your award.

Before you begin to implement your grant, **please make a plan with your grant liaison** on how you will **document your Grant In Action** through pictures, stories, quotes, etc. This documentation should happen as the grant is rolling out. Your grant liaison will support you in both planning for and creating documentation. Plan to include:

* A summary of the ways in which the grant money was actually used;
* The benefit to those involved;
* Any learnings shared with other teachers;
* A specific description or demonstration of the results;
* Pictures or video where possible to highlight the grant and show the work in action.
* Wording that says the grant was “supported by The Lincoln School Foundation” or “made possible by funding from The Lincoln School Foundation”.

Your grant liaison can come in to take photos, interview you to create a short write-up about the grant, and/or create a 2-3 minute video documenting the grant and your narrative on its impact. Sample Summary Articles from past grants can be found under *Grants In Action* on our website. We generally share the Summary Article with a broader audience and post it on our website.

Thank you for your enthusiasm regarding your grant. Your efforts communicating will help us in a few ways:

● To educate our community about the value LSF provides through real life examples;

● To enhance our fundraising efforts for the next grant cycle by helping Lincoln families better understand how the creative, forward-thinking ideas that come from our teaching staff need to be funded and supported; and,

● To allow future grant recipients to see the type of innovative ideas that the LSF has supported in the past, and

● Finally, to help our donors see the impact of grants they have supported.

**Congratulations again and best of luck in your implementation!**