



## Grant Application Guidelines

**Deadline** Grant applications for consideration during our annual review process are due in the school offices between January 25, 2012 and March 14, 2012, by 12 noon. Applications may also be emailed to Ruth Montero at [ruthmontero@verizon.net](mailto:ruthmontero@verizon.net) during that same time period. Grants will be awarded in mid-April. Out of cycle grant applications are welcome at any time.

**Criteria for Funding** In past years we have received more applications than we were able to fund. Applications will be evaluated for:

- Responsiveness to the criteria set forth in our mission statement
- Impact on students and teachers

**Coordination** In order to facilitate internal communication and collaboration, the LSF requests that every grant be signed by the principal of the school involved.

**Payments** LSF is willing to write checks directly to vendors involved in supplying grant materials or services. This procedure will be detailed in the grant award package. In the event that a grant's costs are expected to exceed the awarded amount, the applicant must receive approval from the Foundation to cover any additional expenses.

**Stipends** Applicants may request stipends of \$30 per hour for time spent developing new curriculum. A curriculum should take the form of a written product available for use by others, with the author available as a resource to teachers who may wish to implement it. Note: A stipend payment greater than \$600 requires the LSF to complete a 1099 Tax Form. The grant recipient's social security number and address will be needed.

**Tuition** Grants are made for tuition for professional development activities; however, stipends are not available for the time spent attending workshops or courses. In the case of professional development, applicants need to describe how their new knowledge will benefit others within the school community.

**School Budget** The Foundation will not typically fund an activity that should be part of the normal operating school budget. The LSF will fund seed money to pilot new ideas. The Foundation does not ordinarily fund ongoing programs.

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**Materials and Supplies** Typically, the Foundation will not fund a grant principally focused on materials and supplies, but it will consider funding for materials and supplies essential to the accomplishment of grant activities.

**Transportation, Meals, and Lodging** The Foundation will consider grant applications that include expenses for transportation, meals, and lodging. Travel reimbursement is available up to \$500 per person for transportation expenses and \$300 per person in other travel costs such as food and lodging.

**Substitute Fees** According to school policy, grants requiring teacher absence from the classroom must include the cost of substitute teachers within the budget.

**Reports** When the Lincoln School Foundation awards a grant, it expects that the grant recipients will provide a written report or other tangible presentation on how the grant money was actually used, the benefit to those involved, and a specific description or demonstration of the results. Final Grant Report Forms are included in the Grant Award Packages, and are downloadable from the LSF website. The LSF may contact grant recipients to inquire about the progress or success of grants awarded.

**PDPs** Professional Development Points are available.

**Out of Cycle Grants** The Foundation has limited funds available for small grants, which may be awarded outside the annual grant cycle for projects that could not reasonably have been anticipated prior to the March deadline. Applications must meet the same requirements used for the annual cycle grant. Grant applications requesting \$1,000 or more will be reviewed by the full board of trustees at a regular monthly board meeting. Requests for smaller amounts will be reviewed by a smaller committee as received.

**LSF Grants Committee Members** The Foundation offers support to applicants at any stage of the process. Feel free to call or email one of the members listed below with ideas or questions.

<b>Ruth Montero</b>	781-259-7153	ruthmontero@verizon.net
<b>Allan Royal</b>	781-259-4160	5royals@gmail.com
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