



Lincoln School Foundation

Requesting Payment of Grant Funds

Two weeks prior to a payment due date, please send an email request for payment to the LSF Treasurer (Lynda Engstrom: lyndaengstrom@hotmail.com). Your request should reconfirm the following information:

- the title of your grant
 - your name, email address, and school telephone number
 - the date payment is due
 - the amount of payment (with a brief explanation if the amount differs from the amount budgeted in your approved grant)
 - “pay to” information
 - “mail to” information.
- * ***Payments made directly to an institution would include*** workshop or institute tuition, conference fees, or visiting program and trainer fees.
- * ***Payments made directly to a grant recipient would include*** travel expenses, costs for materials budgeted in approved grant, or stipends upon completion of work.
- * ***Payments made directly to the school would include*** cost of substitute teachers, facility fees, equipment usage fees, or custodian fees.

At the conclusion of the grant, please forward the Final Grant Budget Form with receipts and the Final Report Form to:

Lynda Engstrom
Lincoln School Foundation Treasurer
P.O. Box 256, Lincoln, MA, 01773

Please feel free to contact Karen Prince (LSF Co-Chair: karenaprince@gmail.com), Lynda Engstrom (LSF Treasurer: lyndaengstrom@hotmail.com), or Ruth Montero (Grants Committee Chair: ruthmontero@verizon.net) with any questions regarding payment of funds.