

# Grant Application Guidelines

The LSF mission is to inspire and fund innovation that fosters critical thinking, collaboration, and authentic learning experiences for every student in the Lincoln Public Schools. We are excited to support your innovative ideas, not only by covering costs for materials, time, and professional development, but also through our grant liaisons who serve as critical friends, extra hands, connectors, and solution finders. We look forward to working with you throughout the grant writing process. Please do not hesitate to contact us with any questions.

## Funding Available

Below are some general guidelines for grant amounts based on grants we have funded in the past; however, if a grant proposal falls out of this range but is well-aligned with our mission, we are more than happy to consider it. We also offer examples of the types of grants we have funded in the past and are interested in funding – but please bring new and unique ideas our way! Note that we are open to receiving proposals that may require more than one year to implement.:

**\$200 to \$2500/year for 1 to 2 years** – individual educator-led projects or professional development that supports critical thinking, collaboration, or authentic learning. Allowable costs include materials, stipend for planning time, and professional development fees.

**Examples:** professional development experiences to learn/develop new and innovative instructional techniques; materials for collaborative student projects presented before an authentic audience; unit using a flipped classroom approach supported by professional development; student field research supported by technology. Previously funded: Bluebird Nest Box Trail - \$1000, Participation in Civil War Professional Development in Washington, DC - \$500, the Green Classroom - \$1860, Hanscom Middle Garden Club - \$420.

**\$300 to \$5000/year for 1 to 2 years** – collaborative projects between two or more educators that support critical thinking, collaboration, and authentic learning. Allowable costs include materials, stipends for collaborative planning time, and professional support (e.g., coaching, technical assistance).

**Examples:** Literacy coach and ELA teacher collaboration to develop a unit where students share their personal histories, find commonalities, and reflect on how their histories shape beliefs; music and math teacher collaboration to visualize math in music. Previously funded: Digital Books and Reading Clubs - \$500, Technology-integrated Classroom (2<sup>nd</sup> grade) - \$1600, Yoga and Mindfulness - \$2640.

**\$500 to \$8,000/year for 1 to 2 years** – collaborative projects across grade-level teams, vertical teams, or interdisciplinary subject areas designed to deeply engage students in participatory learning. Allowable costs include materials, stipends for collaborative planning time, and professional support (e.g., coaching, technical assistance, school visits).

**Examples:** Integration of hands-on STEM materials across subject areas through collaborative student projects; grade-wide problem-based learning expedition supported by site visits to project-based learning schools and coaches; collaborative unit on cultures through the critical lens of art, history, and literature. Previously funded: Lincoln Opera Company - \$6,330; Screen Free Coding - \$1,793.90; Site Visit to King Middle - \$3750

## Deadline

Grant applications for consideration during our annual review process must be submitted to LSF by May 16, 2022, and will be awarded in June. Out-of-cycle grant applications are welcome at any time and will be voted on the first Wednesday of every month. See Out-of-Cycle Grants section at the end of this document for more information.

- In an effort to make it easier to collaborate with colleagues, get signatures, and submit, the grant applications are available as a Google Doc on the LPS Google Drive.
- A link to the application is also available on our website at [www.lincolnschoolfoundation.org/for-faculty](http://www.lincolnschoolfoundation.org/for-faculty).

## Criteria for Funding

Applications will be evaluated for the extent to which the proposed grant:

- Fosters critical thinking, collaboration, and authentic learning experiences
- Addresses demonstrable need within the grade, team, school, or district
- Activates the spirit of innovation, creativity, and risk-taking in the teacher(s) and/or students
- Will impact the school over time (e.g., builds capacity of the grade level/team/school/district to adopt the grant and/or capacity of teachers to apply professional development in classrooms and share with peers)
- Clearly articulates its objective, an achievable plan in terms of timeframe and anticipated outcomes, and a budget, which matches the plan's requirement
- Provides relative value based on the amount of change/improvement for the funds requested

## Allowable Costs

**Stipends:** Applicants should request stipends of \$40 per hour for time spent developing and implementing the grant idea. 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.

**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.

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

## Non-Allowable Costs

**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, innovative ideas. The Foundation does not ordinarily fund ongoing programs, though LSF recognizes it sometimes takes more than one year to establish a pilot program enough to be integrated into the school budget.

## Other Considerations

**Coordination:** In order to facilitate internal communication and collaboration, the LSF requests that every grant be signed by the principal of the school involved. Prior to this, any grant request involving technology must be reviewed and signed by the District Director of Technology.

**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.

**Reports:** When the Lincoln School Foundation awards a grant, it expects that the grant recipients will write and send home a letter notifying the families of impacted students about the benefits of the grant. This will also be posted in the school newsletter. Additionally, grant recipients will share the results of the evaluation and dissemination.

**PDPs:** Professional Development Points are available.

## Out-of-Cycle Grants

The Foundation has prioritized funds available for grants awarded outside the annual grant cycle for projects to be implemented this school year. 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. 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 contact one of the members listed below with ideas or questions.

Kristen Ferris: [ferris.kristen@gmail.com](mailto:ferris.kristen@gmail.com)

Caroline Nordstrom: [Cthomp18@hotmail.com](mailto:Cthomp18@hotmail.com)

Liz Butler Everitt: [ebutlereveritt@gmail.com](mailto:ebutlereveritt@gmail.com)