



# Grant Application Form 2022

Thank you for taking the time to complete this form and share your idea with us.

## **How to complete this form**

**This grant application is designed to be quick and easy and to support your ideas.** It should not take you more than an hour or two at most to complete, and, for most grants, it should not exceed several pages in total.

1. Take note of which deadline you would like to submit your application by. Grants that are less than \$2000 AND that will be completed in the current academic year are reviewed on the first Wednesday of each month. Larger grants and those for future academic years are due by May 16th and will be reviewed in June.
2. Create your own google document version of this application. Go to File<Make a copy.
3. Complete all sections of this application considering the evaluation criteria (below). Email LSF ([grants@lincolnschoolfoundation.org](mailto:grants@lincolnschoolfoundation.org)) with any questions or concerns. We are happy to help you complete this application.
4. If your grant is associated with Technology, share it with Rob Ford at [rford@lincnet.org](mailto:rford@lincnet.org) for approval. Email him to let him know you've done so.
5. Share the completed application with your principal for approval and email them to let them know you've done so. Email LSF ([grants@lincolnschoolfoundation.org](mailto:grants@lincolnschoolfoundation.org)) with any questions or concerns. We are happy to help you work with your principal.
6. Share the approved application with LSF at [grants@lincolnschoolfoundation.org](mailto:grants@lincolnschoolfoundation.org).

## **Evaluation Criteria**

- Match to LSF Mission: *Extent to which project supports LSF mission of promoting innovative teaching and authentic learning experiences to foster critical thinking, collaboration, and cultural understanding to advance equity and engagement.*
- Addresses Need: *Extent to which project addresses demonstrated need (within the grade, school, or district).*
- Capacity of Lasting Impact: *Extent to which the project will impact the school over time and/or is sustainable.*
- Realizable Timeframe and Budget: *Extent to which project clearly articulates an achievable plan in terms of timeframe, documentable outcomes, and a budget, which matches the plan's requirement.*
- Value: *Qualitative estimate for how much change/improvement the grant provides for the requested funding and estimated cost per student.*
- DEI: *Extent to which the project promotes diversity, equity, and inclusion in our school community*

Project Title

---

Total funds requested

---

Primary Applicant

Role (teacher, administrator, parent, etc.)

---

Email

Daytime Phone

Evening Phone

---

Collaborators and their roles

---

Which schools will benefit

Lincoln Preschool

Hanscom Preschool

Lincoln School, Grades K-4

Hanscom School, Grades K-3

Lincoln School, Grades 5-8

Hanscom School, Grades 4-8

---

Project Summary (1-3 sentences)

---

Goal Statement (short paragraph)

---

What are your goals for this project? What would be the best outcome for the work you propose?

Context (one paragraph)

---

How have your education, training, and or/classroom experiences prompted the interest or need for this project? How does your project innovative teaching and authentic learning experiences to foster critical thinking, collaboration, and cultural understanding to advance equity and engagement? How does it connect with the present curriculum or curriculum as you envision it?

Project Description (one paragraph or bullet points)

---

Describe the structure of this grant. For example, when and where will you be working? With whom will you work? You may include copies of supporting material (e.g. conference brochures, tour itinerary). Links to websites may be used for supporting material and are preferred, if available.

Impact (one paragraph or bullet points)

---

Describe as specifically as possible the impact of the work you propose:

*On Yourself* – How do you expect this project will change you as an educator? How might this project impact your future professional activity?

*On Your Colleagues* – What impact will your project have on your professional community, either directly or indirectly?

*On Your Students* – How will your students benefit from this project in the short and/or long term? What student groups and how many will be most impacted?

Evaluation and Sustainability (one paragraph or bullet points)

a) How will you evaluate the success of the project?

b) How do you anticipate this project will enhance learning after its funding is complete? Is this project something that can be incorporated in future years without additional support? If successful, will it spread to other classes/grades and/or schools?

Budget (line items with total)

---

Please provide a complete and detailed budget for the funds being requested. Stipend for time developing and implementing grant idea (hourly rate paid by LSF is \$40); Supplies and/or equipment; Speaker or other contracted services; Conference fees, travel, lodging, food; and Substitute fees.

Timetable (bullet points)

---

Please indicate starting dates, major activities or events, and completion dates for this project. Please identify 1-2 dates/venues when LSF could observe and document through photo or video the implementation of the grant.

Conditions

---

A Lincoln School Foundation trustee will contact you to discuss your proposal. The Lincoln School Foundation expects that all grant recipients will:

1. Provide receipts and appropriate documentation for the Budget Report.
2. Work with your LSF grant liaison to document the grant and its outcomes. This could mean inviting the LSF to come in to take photos of the implementation of the grant and interview you for a short write-up, working with us to put together a 2-3 minute video, or some other form of documentation as makes sense for the grant. We ask that you make a plan for documentation with your grant liaison before you begin implementation of the grant

If funded, I/we agree to carry out the goals of this project in accordance with the description and budget contained in this application or in accordance with any adjustment, which is subsequently approved by the Foundation. In the event that I/we do not carry out this project for whatever reason, I/we agree to account for and return all unused funds to the Foundation.

I/we understand and agree that all equipment purchased through an LSF grant is property of the Lincoln School District and will remain with the Lincoln School in the District in the event of an Applicant's/Collaborator's departure from the school unless otherwise agreed in writing by the Applicant and/or Collaborators and the Lincoln School Foundation.

Primary applicant's signature

---

Collaborator's signature(s)

---

Technology director's signature (only if requesting technology)

---

Principal's signature

---

*When you are ready to collect the signatures at the end of the form, just share the document and ask people to enter "Signed by NAME on DATE" in the signature area. Google Docs revision tracking features will contain a record that verifies who "signed" it, so you will not need to print a copy and get written signatures.*

*You can submit your application to LSF in Google Drive by sharing it to [grants@lincolnschoolfoundation.org](mailto:grants@lincolnschoolfoundation.org). Once you have shared it with LSF, please do not make any further changes to the document.*

Questions?

---

Please feel free to contact the LSF Grants Committee members. We are happy to answer any questions regarding the application form or process. Email us at: [grants@lincolnschoolfoundation.org](mailto:grants@lincolnschoolfoundation.org).