

**Lamar Educational Awards Foundation
3911 Ave. I
Rosenberg, TX 77471**

GRANT APPLICATION PACKET

TEACHERS and PRINCIPALS

FOR YOUR INFORMATION

Enclosed Please Find:

- ◆ Program goals
- ◆ Grant polices
- ◆ Grant guidelines
- ◆ Grants to Teachers Application
- ◆ Sample score sheet

Please review this information as your prepare your application for the 2018 grants.

Please feel free to call 832-223-0334 if you have any questions.

Note: Applications must be received by the
Education Foundation Office by
September 26, 2018



Lamar Educational Awards Foundation

Program Goals

With the assistance and advice of school district personnel, the Board of Directors has developed several programs which emphasize the Education Foundation's mission to enrich and maximize the quality of education in LCISD. All programs will be monitored by the Foundation to ensure that they are effectively meeting the mission of the Foundation.

The purpose of this program is not to increase performance on a standardized test but rather enhance the educational experience in the classroom.

Grant Policies

A. Grants applications that do not follow the policies stated below will be disqualified:

1. Grant application must be submitted by the stated due date.
2. Multiple grant applications from an individual school written to fund an entire program.
3. Grant applications that mention the school name in the body or attachments of the grant application.
4. Borrowing grant ideas from prior years is acceptable; however, copying grants partially or in full **is not** acceptable.
5. Any use of pictures, visuals, graphs, or special fonts inside the body of the application is **not acceptable**. Only one page can be attached for additional itemization, pictures or visuals of major items.
6. All field trips will be taken before the end of April. Trips should be time specific with an agenda/itinerary attached. Charter busses will be allowed for trips to Austin or San Antonio. Please contact Sam's Limousine at 713-780-7077 for quote.

B. Grants **will not** be awarded for:

1. Items with potential liabilities.
2. The following items:
 - a) Computer hardware (laptops, printers, computers,)- iPads, e-Readers and 3-D printers are acceptable.
 - b) Salaries
 - c) Teacher trips and workshops
 - d) Meals, food or t-shirts

e) College Visits

- C. In the event a recipient of a teacher grant transfers to another school within the district, the teacher may transfer the grant program to the transfer school, if the principal at the original school approves and provided the transfer is to a compatible grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant.
- D. A teacher can receive multiple individual grants for the same funding period, provided the combined total of the grants requested does not exceed the grant limit for that funding period (\$1,500).
- E. Grant recipients are required to submit a program evaluation & appropriate thank you notes by the stated deadline. Those who do not do so will be ineligible to receive a grant(s) for the subsequent academic year.

Grant Guidelines

- A. Supplemental classroom materials and prepackaged kits are acceptable. **Grants that demonstrate a well-designed implementation plan and the potential to inspire students to learn will remain the primary objective.**
- B. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.
- C. Do not use excessive educational jargon. Please note that the Foundation Board of Directors is made up of members of the community outside of the School District.
- D. Objectives should be what you want your student to accomplish, not state objectives.
- E. A detailed itemization of all costs and materials is required. Estimates are not acceptable.
- F. Grants should be written for funds needed, not for the maximum allowable.
- G. All Apple items will be ordered from Apple through the district. Please do not use Amazon, Best Buy or Wal Mart prices.
- H. Check with LCISD transportation for bus pricing for trips. LEAF will not pay for any parent chaperone admission on any trip. LEAF funds are for LCISD students and teachers.
- I. Application is formatted for Times New Roman 12. Any difference to font will reject application. **Correct grammar and spelling are a must.** Errors will be considered in the scoring of the grant application.
- J. Submit the **original** grant application and **two copies (stapled)** to the Foundation Office by 4:30p.m. on the stated deadline date. Only one copy of page 1 (the signature page) is needed.

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Revised January 2012

Funding Levels

Teacher Grants	
Purpose	The purpose of Teacher Grants is to enhance, promote and augment classroom instruction in areas not allotted in regular budgetary funds or not eligible for reimbursement from other sources.
Amount of Award	Grants of \$100 to \$1,500 will be awarded to individual staff-initiated projects
Funding Periods	One funding period will occur in the fall semester.

School Grants	
Purpose	The purpose of School Grants is to allow staff on each campus to identify and address needs, challenges and concerns unique to their campus <u>or those shared with other campuses</u> . The identified area(s) would reflect the school's mission, statement or philosophy, or campus(s) improvement plan.
Amount of Award	<ul style="list-style-type: none">• Up to \$4,000 per eligible parties.• There is no limit to the number of school grants that may be submitted; however, a maximum of 1 per grade level or secondary department will be awarded.
Funding Periods	One funding period will occur in the fall semester.
Eligible Parties	<ul style="list-style-type: none">• Grade level team• Secondary department• Art teacher• Music teacher• P.E. teacher• Librarian• Principal• Assistant Principal• Counselor

Selection of Recipients

It is the responsibility of the Selection Committee, under the guidance of the Lamar Educational Awards Foundation board, to review applications and recommend grants. Selection will be based on the quality of the program as well as amounts requested relative to funds available. Whenever the quality or appropriateness of material requested is in question, the committee will seek consultation from content area specialists. Applicants will be notified of decisions prior to November 30, 2018.

Distribution of Funds

Funds will be distributed and coordinated by the Executive Director of the Lamar Educational Awards Foundation.