

Revised 7-21-16

## INSTRUCTIONS FOR GRANT APPLICANTS 2016-17 SCHOOL YEAR

### LPEF favors grant projects that:

- Demonstrate educational innovation
- Promote original, creative ideas
- Focus on content enrichment and skills development
- Are not supported through normal school budgets
- Have measurable indicators of success
- Address one or more district academic standards
- Show collaboration within the district or community

### Who can apply?

School District of La Crosse teachers, staff, parents and students are encouraged. Other non-profit organizations that have a demonstrated link or partnership with the La Crosse School District also may apply.

### Submission Instructions:

- 1) Complete the Grant Application documents:
  - **Use Adobe Reader** to complete and save the Cover Sheet and Budget Detail
  - Complete and save the Narrative Form. **Must be saved as a PDF or Microsoft Word document.**
  - Save/scan any supporting documents
- 2) Print the Cover Sheet and have the application signed by your curriculum supervisor, building principal, and Technology Services Director (if technology is involved in the proposal).
- 3) Submit the Grant Application documents via e-mail (.pdf format preferred) and send a signed hard copy of the Cover Sheet to the address on the form.
  - For grants to be awarded mid-December – deadline is 4 p.m. on Monday, Oct. 31, 2016.
  - For grants to be awarded mid-April – deadline is 4 p.m. on Monday, Feb. 27, 2017.

### Timeline:

LPEF will **notify you** when your application has been received and will announce whether a grant has been awarded or denied within **six weeks after the application deadline**. The LPEF Grants Committee may schedule an interview with you to discuss the application. In most cases, projects awarded funding will be implemented in the following school semester or school year.

### Guidelines & Restrictions:

- Grant award amounts vary. Larger grants are generally awarded for projects that involve multiple classrooms, cross disciplines, or involve more than one school.
- Grantees should carefully track expenses and save receipts for use of grant funds. Any unused grant funding (\$20 or more) must be returned to LPEF. Grants made to SDL employees will be handled through regular SDL purchasing and accounting procedures.
- Grant recipients will be required to submit a final report, to help the LPEF ensure effective grant making and data collection. Except in cases where the grant work remains in progress, applicants are ineligible for future grant funding if the final report is not submitted.
- LPEF typically provides seed money for creative projects and is not intended for long-term, ongoing funding.
- LPEF does not reimburse for previously incurred expenses.
- Any proposed software or hardware must have the written approval of the SDL's Tech Services *before* grant is submitted.
- LPEF places a lower priority on funding: computer software, classroom sets of books, food, and transportation expenses.
- LPEF does not provide funding for staff salaries (substitute teachers).

## GRANT PROGRAM DESCRIPTIONS

### 1. **CLASSROOM GRANTS (complete Application Cover Sheet and Proposal Outline)**

Proposals will be accepted for new and innovative projects, as well as existing and proven projects, that enhance the education and instruction of students in *any* academic discipline. Grant money may not be used for operating expenses, such as for payment of substitute teachers.

**Eligibility:** Applications may be submitted by any School District of La Crosse educator or any SDL student, parent or community member in partnership with an educator for students in grades pre-K-12. Grants amounts vary. Larger grants may be available for projects involving multiple classrooms, cross disciplines, or more than one school. All applicants must have completed Final Reports from previous LPEF grants before any funding is approved.

### 2. **SWANTZ PROFESSIONAL DEVELOPMENT GRANTS (complete Application Cover Sheet and Proposal Outline)**

**Guest Speakers:** The Richard Swantz Endowment Fund, named for the former superintendent of schools and one of LPEF's founders, fosters teacher excellence by funding a grant each year in the area of staff development. LPEF looks favorably at requests for funds to bring speakers to the SDL to address a group of educators on a particular topic of interest.

**Eligibility:** Applications may be submitted by any School District of La Crosse educator. Grants are typically in the range of \$1,000, but larger requests may be considered if funds are available. Committee members will consider such factors as total number of staff attending, degree of speaker connection to district/school goals, and available revenue when making the decision. All applicants must have completed Final Reports from previous LPEF grants before any funding is approved.

### 3. **MCGAVOCK FAMILY ENDOWMENT FOR MUSIC EDUCATION (complete Cover Sheet and Proposal Outline)**

Proposals will be accepted for programs or projects to enhance music education within the School District of La Crosse. The fund honors the memory of Ronald and Philip McGavock. Philip had a career as a music educator in his native Illinois, while Ronnie was a one-time professional entertainer who made La Crosse his home. Ronnie's daughter, Melissa Klein, started this endowment in memory of her father and uncle to help expand creativity and imagination within music education in La Crosse public schools. Grant money may not be used for operating expenses, such as for payment of substitute teachers.

**Eligibility:** Applications may be submitted by any School District of La Crosse educator or any SDL student, parent or community member in partnership with an educator for students in grades pre-K-12. Grants amounts vary. All applicants must have completed Final Reports from previous LPEF grants before any funding is approved.

### 4. **WISH LIST GRANTS (complete Application Cover Sheet and Proposal Outline)**

Any SDL educator or any community member in partnership with an educator may submit a grant application at any time throughout the year for any project that meets the mission of the LPEF. For accepted proposals, the LPEF Board may attempt to match donors with grant applicants, perhaps by publicizing the request in LPEF's newsletter or by other means.

**Application Deadline:** Reviewed on an as-needed basis.