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INSTRUCTIONS FOR GRANT APPLICANTS 2014-15 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 academic standards set by SDL

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.

To apply for a grant:

1. Completely fill out the LPEF grant application forms (Cover Sheet and Grant Proposal Outline), including the budget section. Please type the narrative portion of the application.
2. Have the application signed by your curriculum supervisor and building principal.
3. Submit the application via hard copy and e-mail (.pdf format preferred).
	* For grants to be awarded mid-December – deadline is 4 p.m. on Monday, Nov. 3, 2014.
	* For grants to be awarded mid-April – deadline is 4 p.m. on Monday, March 2, 2015.

**Timeline**:

LPEF will **notify you** when your application has been received and will announce whether a grant has been awarded or denied about **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.
* Up to $1,000 may be requested through the Swantz Professional Development Grant Program.
* 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.
* 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 must have the written approval of the SDL’s DoIT *before* the 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 INNOVATION GrantS (complete Application Cover Sheet and Proposal Outline)**

Proposals will be accepted for new and innovative 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 Classroom Innovation or Proven Practice projects before any funding is approved.

**Application Deadlines**: Round 1 -- 4 p.m. on Nov. 3, 2014. Round 2 – 4 p.m. on March 2, 2015.

**2. PROVEN PRACTICE GRANTS (complete Application Cover Sheet and Proposal Outline)**

Proposals will be accepted for 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 Classroom Innovation or Proven Practice projects before any funding is approved.

**Application Deadlines**: Round 1 -- 4 p.m. on Nov. 3, 2014. Round 2 – 4 p.m. on March 2, 2015.

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

**Guest Speakers**: LPEF will look 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. Up to $1,000 may be requested; however, the Grants Committee may on occasion recommend that the $1,000 cap be exceeded. 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.

**Application Deadlines**: Round 1 -- 4 p.m. on Nov. 3, 2014. Round 2 – 4 p.m. on March 2, 2015.

**4. 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 was a lifelong learner and music was an integral part of his life – from his act, to his musical car, to his home music studio. 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 McGavock Family projects before any funding is approved.

**Application Deadlines**: Round 1 -- 4 p.m. on Nov. 3, 2014. Round 2 – 4 p.m. on March 2, 2015.

**5. 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 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.



**GRANT APPLICATION COVER SHEET (see next page for narrative instructions)**

Please Check Type of Grant Being Applied For:

CLASSROOM INNOVATION SWANTZ PROFESSIONAL DEVELOPMENT

PROVEN PRACTICE WISH LIST

McGAVOCK FAMILY ENDOWMENT FOR MUSIC EDUCATION

Amount Requested: $ Total Project Budget: $

Name of Person Submitting Request:

Position or Title: Subject or Grade:

E-mail Address:

School Name: School Phone Number:

School Street Address: School ZIP Code:

Project Title:

Population to be Served by Project:

Duration of Project: From To

Have you received grant funding in prior years? (If so, indicate which years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date

**I am aware of this grant application and confirm that there is no other School District of La Crosse funding available for the applicant. Furthermore, I verify that this project supports district, school and curricular goals.**

**Curriculum Supervisor Signature Date**

**Building Principal Signature Date**

**DoIT Technology Signature (if needed) Date**

**For LPEF Office Use Only**

Grants Committee/Board Meeting Dates: Total Amount Approved:

Grant Number: Pay Grant From: Final Report Due Date:

Electronic Copy Filename:

# RevLogoWithTag

# LPEF Grant Proposal Outline

**For Classroom Innovation, Proven Practice, SWANTZ and Wish List Grant Applicants**

Applicants should use this outline to present their case clearly and concisely.

**1.** **PROJECT SUMMARY** (Do not exceed one paragraph)

Briefly summarize the proposed project. Identify the need to be addressed, the project's objectives and the proposed strategy for achieving them.

**2. PROJECT NARRATIVE** (Do not exceed three pages)

 (Applicants must address all topics for an Application to be considered.)

1. Describe the special need or problem the proposed project addresses.
2. Explain how the proposed project is particularly innovative/unique to the SDL.
3. Describe the objectives of the proposed project in measurable terms, the methods used to implement them and the materials that will be needed. Include a timeline for implementation.
4. Identify the number of students in which grades will be affected by this project. How was that number determined?
5. Detail how you will determine whether your objectives have been achieved and whether your project is successful. What are the potential long-range benefits?
6. If applying for a Swantz Grant, establish the credibility of the proposed speaker, including a brief bio if available.
7. **BUDGET** – Detail your budget request using the format below. LPEF does not generally fund transportation costs, except for delivery of materials. Refer to descriptions of specific grant programs for expense guidelines.

Materials/Equipment/Services Quantity Supplier Amount

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 TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Sources of Revenue

If LPEF is not the only source of revenue for this project, please list the other sources:

 Proposed/Pending Approved/Received

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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La Crosse Public Education Foundation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Mail and E-mail Completed Application to: La Crosse Public Education Foundation

####  P.O. Box 1811

####  La Crosse, WI 54602-1811

 **Phone: 608-787-0226 E-mail: david@lacrosseeducationfoundation.org**