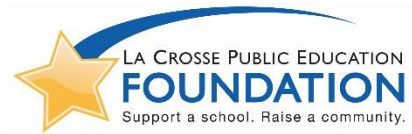




# Gold Star Grant

## Application Instructions



### 2018-19

## Application Deadlines

Round 1 – Friday, Oct. 26, 2018

Round 2 – Monday, Feb. 25, 2019

### Who is eligible?

- Teachers, staff, parents and students in the School District of La Crosse
- Other nonprofit organizations with a demonstrated link or partnership with a school in the School District of La Crosse

### What types of projects get funded?

LPEF favors grant projects that:

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

### How are applications judged?

LPEF's Grants Committee rates applications on several key criteria, including:

- Clear need, objectives and measurable outcomes
- Innovation and creativity
- Collaboration – within a school, within the District or with the larger community
- Impact – the number of students or staff involved and/or the duration
- Visibility/publicity for LPEF

Final decisions reflect the committee's consensus view of which applications deserve a share of limited funding available.

## INSTRUCTION CHECKLIST

- Download current application documents from LPEF website:  
[lacrosseeducationfoundation.org/grant-applications/](http://lacrosseeducationfoundation.org/grant-applications/)
  - Cover sheet/budget detail (fillable PDF)
  - Narrative form (Word document)
- Use Adobe Reader** to complete cover sheet/budget detail
- “Save As ...” – save and name document as PDF
- Print cover sheet and have it signed by your:
  - Building principal
  - Curriculum supervisor (if applicable)
  - Tech Services director (if applicable)
- Complete the narrative form
  - Applicants **must** follow the narrative form and answer all applicable questions
- “Save As ...” – save and name document in one of these formats:
  - Microsoft Word document
  - PDF
- Submit **both** documents via email to:  
[david@lacrosseeducationfoundation.org](mailto:david@lacrosseeducationfoundation.org)
- Submit the **signed copy** of the cover sheet to LPEF in one of these ways:
  - Scan and email it when submitting application
  - By inter-office mail to LPEF in the Hogan Administrative Center or mail to: PO Box 1811, La Crosse, WI 54602
- Email documents must be received by 4 p.m. on the deadline date

See next page/reverse for grant categories, plus guidelines, restrictions and tips

# LPEF Gold Star Grant Categories

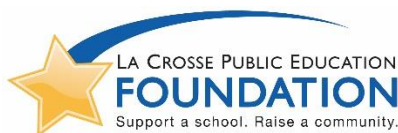
- **Classroom Grants:** This is the primary category for grant applications. Proposals are accepted for new and innovative projects, as well as existing or proven projects, that enhance the education and instruction of students in *any* academic discipline. Grant award amounts vary, but larger grants may be available for projects involving multiple classrooms, across disciplines or more than one school.
- **Swantz Professional Development Grant:** The Richard Swantz Endowment Fund, named for the retired school superintendent, fosters teacher excellence by funding a grant each year for staff development. LPEF looks favorably on requests to bring speakers to the District to address a group of educators. Grant award amounts vary, with consideration of total number of staff affected and relevance to District or school goals.
- **McGavock Family Music Education Grant:** A grant is funded each year for projects to enhance music education. The fund honors Ronald and Philip McGavock. Philip was a music educator in Illinois and Ronald (aka Ronnie Eastman) was a former professional entertainer who made La Crosse his home.
- **Rachel Gundersen Arts & Humanities Grant:** A grant is funded each year related to theater, dance, music and visual art forms, or to support projects in literature, languages, global studies, geography, history, law or a host of other topics in the humanities. The fund was established by Rachel Gundersen, a retired school psychologist and former LPEF Board president.
- **Wish List Grants:** Wish List requests don't easily fit into another category, but aim to fill an exceptional need—or may be *for a project with a tight timeline that arises outside of the normal deadlines* for Gold Star Grants. Applications are reviewed as-needed. LPEF may solicit specific donors to support Wish List proposals. Applicants are strongly encouraged to contact LPEF *prior* to submitting Wish List requests.

## Guidelines & restrictions:

- Applicants who have previously received LPEF grant funding must complete required Grant Reports before new funding is approved.
- Approval by the appropriate curriculum supervisor is required, in addition to the school principal.
- Any proposed software or hardware must have the written approval of SDL's Tech Services *before* the grant request is submitted.
- Grant award amounts vary. Larger grants are generally awarded for projects that involve multiple classrooms, cross disciplines, or involve more than one school. The average grant is in the range of \$1,200 to \$1,500 – and the largest grants are in the range of \$5,000 to \$7,000.
- LPEF *does not* reimburse for previously incurred expenses.
- LPEF typically provides seed money for creative projects and is not intended for ongoing funding.
- LPEF places a lower priority on funding: classroom furniture, computer software and digital subscriptions (particularly beyond one year), classroom sets of books, food, and transportation.
- LPEF *does not* provide funding for staff salaries (substitute teachers).
- Grant awards are paid to the School District of La Crosse or to another nonprofit entity. District grantees must follow normal District purchasing procedures. Others must track expenses and save receipts. Any unused funding (\$20 or more) must be returned to LPEF as outlined in the Grant Acceptance Report.

### PRO TIPS

- Ask for help. Bounce your idea off Executive Director David Stoeffler (contact information below).
- We love to see collaboration, especially where your request is partially funded by the principal or a school PTO.
- It's OK to dream, but ask for the amount you need and provide details. The committee does not like vague requests.
- **Plan ahead** – don't push the application deadline and allow 10-12 weeks before the start of your project.



## Contact information:

**Email:** [david@lacrosseeducationfoundation.org](mailto:david@lacrosseeducationfoundation.org)

**Phone:** (608) 787-0226

**Website:** [LaCrosseEducationFoundation.org](http://LaCrosseEducationFoundation.org)

**Mailing address:** P.O. Box 1811, La Crosse, WI 54602

**Office:** Room 109, Hogan Administrative Center, 807 East Avenue South