



Lansing Educational Foundation

2024-2025 Building Grant Guidelines



Thank you for your interest in Lansing Educational Foundation's Building Grants. Building grants are for innovative K-12 school programs in the Lansing School District. Before completing the application, please review the guidelines and recommendations below. If you have any questions, please contact Kara Thompson, Executive Director, at 785.218.8688 or e-mail kara.thompson@usd469.net.

LEF Mission Statement

The Lansing Educational Foundation (LEF) enhances excellence in the learning environment in partnership with the schools and the community.

LEF Vision Statement

In the Lansing schools, quality education for our students is provided by a staff who understands and respects the unique developmental, educational, and social needs of our students. Access to a superior education is essential for developing academic, occupational, and personal success as a productive citizen. The Lansing Educational Foundation collaborates and cooperates with the Lansing School District and surrounding communities to promote excellence in the teaching and learning environment.

To ensure that this vision becomes a reality, the Lansing Educational Foundation:

- Encourages excellence through supporting district teachers and staff by recognizing exceptional contributions and funding innovative learning opportunities;
- Enhances the K-12 learning environment by providing additional materials and resources;
- Provides funding for programs to meet unique needs;
- Promotes a high-functioning learning environment, and fosters collaboration and partnerships among the schools and community.

Grant Guidelines

1. Grants are limited to a maximum of \$1,500 per building. Grant selection will be considered based on presentation, quality, innovation, and alignment with LEF mission and vision statements.
2. All grant proposals must meet and follow Lansing School District policies.
3. The cost of consumable items and/or food (snacks, treats, meals, etc. including drinks and beverages, or will become the property of the student) can be no more than 20% of the total amount requested with the exception of CTE courses.
4. Grant funds may be used only for the purposes for which the grant was made. LEF has the authority to withhold and/or recover grant funds if such funds are or appear to be, misused. Materials purchased with grant funds remain at the building and property of the Lansing School District. The grant recipient must place the materials in a classroom or building-related inventory during the award year.
5. LEF Building Grant applications are due May 10, 2024.
6. 2024-2025 Grant recipients will be required to submit a final written report to the Lansing Educational Foundation Board of Directors and an accounting of how grant funds were used by April 15, 2025.

Application Format

Applications must be complete and typed. Please limit your application to one page plus the required attachments.

Applications must include the following three (3) items:

1. Building Grant Application Cover Page.
2. One paragraph (5-6 sentences) describing your innovative building project and how your project will enrich your students' daily learning experiences.
3. The exact amount of funding requested.

Submitting the Application

Return the grant application to Lansing Educational Foundation, c/o Kara Thompson, 200 E. Mary Street, Lansing, Kansas 66043 or email to kara.thompson@usd469.net. **Applications must be submitted, hand-delivered, and/or postmarked, by May 10, 2024. DO NOT STAPLE. Please paper clip all sheets.**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

LANSING EDUCATIONAL FOUNDATION



Building / District Grant Request



APPLICATIONS DUE: May 10, 2024

Name of Building / District Project or Equipment:

School / District Department Name:

Person Requesting Funds:

Description of Project:

Number of Students / Teachers the project will benefit during the 2024/2025 school year:

Amount Requested: _____ Name of Contact Person: _____

Contact Phone Number:

Please attach a picture and ordering information if available and applicable.

Return this form to kara.thompson@usd469.net by **Friday, May 10, 2024** at 4:00PM.

This cover sheet is required for your grant request to be reviewed.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Thank you for involving the Lansing Educational Foundation in your educational endeavors.

◆ Partners for Excellence ◆