



# Lansing Educational Foundation

## 2024-2025 Educate the Pride Classroom Grant Guidelines



Thank you for your interest in Lansing Educational Foundation's Educate the Pride Classroom Grants. Educate the Pride 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](mailto:kara.thompson@usd469.net).

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### **LEF Mission Statement**

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

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### **LEF Vision Statement**

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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.

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### **Grant Guidelines**

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1. Grants are limited to a maximum of \$750 per teacher. A group of teachers may apply for up to \$1,500. No more than one individual grant and one group grant may be submitted per teacher. 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 and be signed by the Building Principal. An incomplete proposal will not be considered for funding.
3. Requests for special education must be signed by the USD 469 Director of Special Education.
4. The content of proposals must align with grade level and state standards.
5. No out-of-pocket teacher expenses will be covered. All orders must be processed through Lansing Educational Foundation by the end-of-the-year deadline.
6. 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.
7. 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.
8. LEF Educate the Pride Grants and Building Grant applications are due May 10, 2024.
9. Grant Funds must be expended by May 31, 2025. All unspent funds will return to the LEF Educate the Pride fund.

10. 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 1, 2025.

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## Application Format

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

*Applications must include the following eight (8) items:*

1. Educate the Pride Grant Application Cover Page.
2. One paragraph (5-6 sentences) describing your innovative Educate the Pride project and how your project will enrich your students' daily learning experiences.
3. The exact amount of funding requested including shipping costs. If you are requesting items from Amazon, please be aware that those prices can fluctuate greatly and account for that accordingly.
4. How your program enhances or adds to the district curriculum.
5. What grade level and state standard(s) does your proposal address.
6. Timeline or description of the process showing how your grant will be used in the classroom or building.
7. The evaluation plan defining project success and describe how effectiveness and outcomes will be measured
8. Detailed ordering information that is sufficient for purchasing the products associated with the grant (e.g., photos, product names and descriptions, vendor quote, vendor name, etc.) **Shipping total must be included.**

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## Submitting the Application

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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](mailto: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

## 2024-2025 Educate the Pride Classroom Grant Cover Page



**APPLICATION DEADLINE: MAY 10, 2024**

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

Applicant Name(s): \_\_\_\_\_ Office Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Building: \_\_\_\_\_ Grades Involved: \_\_\_\_\_

# of students participating: \_\_\_\_\_ Names of Staff Involved: \_\_\_\_\_

Does this grant meet the Lansing School District Policies?	Yes	No
Does this grant content align with grade level and state standards?	Yes	No
Does this grant request include technology funding?	Yes	No
Is this grant Academic or Fine Arts oriented?	Yes	No
Has this grant been funded before?	Yes	No
Is this an Autism Grant Request?	Yes	No
Is this an International Studies Eastern Asia* Grant Request?	Yes	No

\*(China, Taiwan, Japan, S. Korea, N. Korea, Mongolia, or Vietnam)

***This grant will be evaluated based on all of the following criteria:***

- Innovative learning opportunity
- Enhances the K-12 learning environment and district curriculum
- Meets unique needs
- Fosters collaboration and partnership among the schools and community
- Aligns with LEF Mission and Vision Statement
- Aligns with Lansing District Policies
- Aligns with grade level and state/district standards

*To make the ordering process faster, please include pictures and links to the items if purchasing will be done online.*

**PLEASE NOTE: If using Amazon as a vendor, their prices can fluctuate greatly. Please account for this when entering your amount below.**

Item	# Needed	Supplier	Amount
<i>Shipping Costs (if any)</i>			
<b>Total Educate the Pride Grant Requested \$</b>			

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_ # of Staff Involved: \_\_\_\_\_

Director of Special Education Signature (if Special Education) \_\_\_\_\_

Assistant Superintendent Signature (if technology related) \_\_\_\_\_

Building Principal Signature (required) \_\_\_\_\_