



Lansing Educational Foundation

Major Grant Guidelines



Thank you for your interest in Lansing Educational Foundation's Major Grants. Major 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. Major grants are not limited to a maximum amount of request. Major grant applications will be accepted for funding evaluation anytime during the school year. Please note, that major grant requests must be received one week before our monthly officer meeting to be considered for funding during a given month. Any applications received after that week will be reviewed at the following month's meeting. LEF officer meetings are held on the second Monday of every month.
2. Major grant applications will be considered based on presentation, quality, innovation, and alignment with LEF mission and vision statements.
3. All grant proposals must meet and follow Lansing School District policies.
4. 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.
5. 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.

Application Format

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

Applications must include the following four (4) items:

1. Major 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.
4. Timeline or description of the process showing how your grant will be used in the classroom or building.

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.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

LANSING EDUCATIONAL FOUNDATION



Major Grant Request



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: _____

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

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 ◆