

## Educate the Pride Mini-Grant Guidelines 2009 - 2010

Thank you for your interest in Educate the Pride Mini-Grants. Educate the Pride grants are for innovative K-12 school programs in the Lansing School District. Before completing the application on page 2, please review the following guidelines and recommendations. If you have any questions, contact, Mary-Alice Schroeger, Director, at 727-1100 or e-mail [schroegerm@usd469.net](mailto:schroegerm@usd469.net). Return the grant application to Lansing Educational Foundation, c/o Mary Alice Schroeger, 401 South 2<sup>nd</sup> St., Lansing, Kansas 66043. Applications should be hand delivered or postmark by August 21, 2009.

### LEF Mission Statement

The Lansing Educational Foundation enhances the 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 through 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.

### Guidelines:

1. Grants are limited to a maximum of \$500 per teacher. A group of teachers may apply for up to \$1,000. Grant selection will be competitive based on quality, innovativeness, 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 administrator. Proposals that are incomplete will be returned to the proposal writer and will not be considered for funding.
3. Content of proposals must align with grade level and state standards.
4. No out-of-pocket teacher expenses will be covered. All orders must be processed through the Foundation.
5. Requests for technology must be approved by the USD 469 Director of Technology.
6. 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.
7. **The grant application deadline is August 21, 2009.**
8. Grant Funds must be expended by May 28, 2010. All unspent funds will return to the LEF general fund.
9. Grant recipients will be required to submit a final written report and accounting of how grant funds were used.

## Educate the Pride Mini-Grants Application

Applicant Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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

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

Number of students participating: \_\_\_\_\_

### Instructions:

Type and attach responses to the following and complete the funding explanation below.

- Describe your *innovative* Educate the Pride project.
- How will your project enrich your students' daily learning experiences?
- How does your program enhance or add to district curriculum?
- What grade level and state standard(s) does your proposal address?
- Timeline or description of process in calendar form.
- How will you monitor your project and evaluate the results?
- Attach pictures and ordering information.
- Complete the following funding outline.

Item	Number needed	Supplier	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total Educate the Pride Grant Requested</b>			\$

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Other Staff Involved: \_\_\_\_\_

Technology Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_