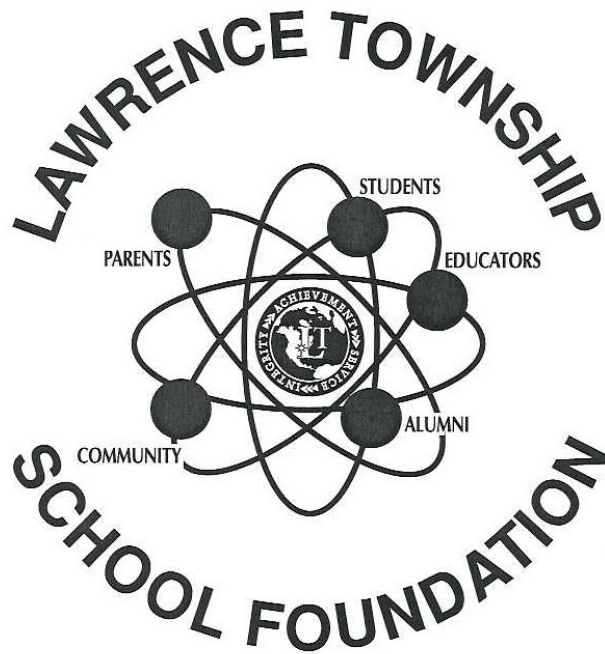


# LAWRENCE TOWNSHIP SCHOOL FOUNDATION



[www.msdltf.org](http://www.msdltf.org)

# GRANT APPLICATION

PLEASE SUBMIT 16 COPIES OF YOUR GRANT APPLICATION

SPRING Grant application deadline is February 23, 2009

# GRANTS AWARD PROGRAM

## LAWRENCE TOWNSHIP SCHOOL FOUNDATION

Who May Apply: Any M.S.D. of Lawrence Township teacher, teacher group, school personnel, administrators, students, or parents.

Types of Grants:

<b>Mini-Grant</b>	Individual or classroom projects with budgets up to \$750. The number of students affected by a Mini-Grant is not a major consideration.
<b>School Grant</b>	Entire department, grade level, or other significant school based projects with budgets up to \$2,000.
<b>Multi-School Grant</b>	Entire departments of multiple schools, entire grade levels of multiple schools or other significant multiple school based projects with budgets up to \$3,500.
<b>District Grant</b>	Projects that will benefit the entire township with budgets up to \$5,000. Grants involving a minimum of <u>all</u> elementary schools or <u>all</u> middle schools or <u>all</u> high schools can qualify.

How to apply: Contact your building principal for the Grants Application Packet, download it off the Foundation website ([msdltf.org](http://msdltf.org)), or call the Foundation office at 423-8300.

When to apply: The Foundation Grants Committee will review all types of Grants twice each school year - once in the middle of the fall semester and once in the middle of the spring semester. Mini-Grants will be evaluated separately from all other types of Grants and will not compete for funding with the larger Grants. Applications for all types of Grants are accepted at any time. Application deadline and notification dates will be posted, or you may call the Foundation office to get the current year's schedule.

After completion of the Grants Application Packet, please forward the forms to:

Grants Committee  
Lawrence Township School Foundation  
5626 Lawton Loop East Drive  
Indianapolis, Indiana 46216

## SUMMARY OF GRANT EVALUATION GUIDELINES

### LAWRENCE TOWNSHIP SCHOOL FOUNDATION

The Foundation Grants Committee reviews each Grant Application it receives. Depending upon the time of year, the number of Grant Requests submitted and the complexity of the applications, the review process will take from 30 to 90 days. The Committee may request additional information from the applicant, school administrators, or curriculum coordinators. Applications chosen for funding by the Committee are then recommended to the Board of Directors for acceptance.

The Grants Committee uses a combination of objective and subjective criteria when evaluating Grant Requests. Requests that clearly meet more criteria will generally be viewed more favorably during evaluation. In some instances the Foundation is not able to fund all requests due to budgetary constraints. This does not mean that a rejected request is inappropriate or unsatisfactory.

In general, high value criteria include **innovation, creativity, educational value, student involvement** and **project director commitment**. Additionally, those applications that clearly and concisely describe the project and anticipate positive benefits for students in the form of **achievement, motivation, and character development** will be favored during the evaluation process.

The following requests will **NOT** be considered for funding unless the dollar amount requested is only a small part of the total project budget and/or additional sources of funding are evident:

- Multiple year funding
- Teacher Stipends
- Teacher Travel Expenses
- Substitute Teacher Pay
- Funding of Pre-existing Project (unless project dimensions change significantly)
- Computer Hardware, i.e., PC's and laptops
- Basic Curriculum books without an innovative program

# Outline for Grant Proposal Preparation

Each topic/criteria listed below should be explained to a level that will allow the Grant Committee members to understand the scope of the request. The relative evaluation weight for each proposal section appears to the left of the corresponding topic/criteria (100 total point scale).

<b>Weight</b>	<b>Topic/Criteria</b>
(Required)	A. <b>Complete the GRANT REQUEST COVER SHEET.</b> (No folders or binders please.)
5	B. <b>Summary Description of Grant Proposal</b> The summary provides the evaluation committee with an introductory overview of the grant proposal in 150 words or less, highlighting its purpose, methods or procedures, and the expected benefits or results.
10	C. <b>Statement of Need and Background Information</b> E.g., to supplement the curriculum and/or to address a specific problem and/or to enhance the learning experience. Explain supporting theories, hypotheses, buzzwords and acronyms.
10	D. <b>Project Goal(s) and Objectives</b>
20	E. <b>Methods, techniques, procedures to be used on project</b>
5	F. <b>Timetable for completion; Plans of project continuation after this funding (if applicable)</b>
5	G. <b>Materials needed</b>
15	H. <b>Anticipated impact on students, teachers, programs, curriculum, teaching methods or the Lawrence School Community</b>
10	I. <b>How project improves student character, achievement and motivation and meets State Learning Standards</b>
10	J. <b>Plan for Evaluation and Follow-up</b> The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results.
5	K. <b>Itemized Budget for the Project</b> Expense projections over time; funding from other sources, if applicable. If the Foundation is being asked to fund a portion of the project, please provide written assurances from the other organizations that the remainder of the funds are already committed. List in-kind contributions by the school, district, volunteers, if applicable.
5	L. <b>Closing Summary</b> A few sentences (100 words or less) summarizing your commitment to the project and to evaluating its level of success.
(Required if funded)	<b>UPON COMPLETION OF PROJECT OR GRANT</b> <b>News Release/Evaluation Form</b> The evaluation form must be returned one calendar year after grant is awarded to be considered for future grants. It may be used for school newsletters, teacher newsletter, and/or Topics news release.

M.S.D. OF LAWRENCE TOWNSHIP FOUNDATION, INC.

GRANT REQUEST COVER SHEET

A. Name of School \_\_\_\_\_

Principal \_\_\_\_\_ Phone \_\_\_\_\_

B. Project Title \_\_\_\_\_

Grant Request \$ \_\_\_\_\_

Total Budget (if different from above) \$ \_\_\_\_\_

C. Grant Type Being Requested:

- \_\_\_\_\_ Mini-Grant (Maximum \$750 request)
- \_\_\_\_\_ School Grant (Maximum \$2,000 request)
- \_\_\_\_\_ Multi-School Grant (Maximum \$3,500 request)
- \_\_\_\_\_ District Grant (Maximum \$5,000 request)

D. Total Number of Students Served by This Grant: \_\_\_\_\_

- Pre-Kindergarten \_\_\_\_\_
- Kindergarten \_\_\_\_\_
- Grades 1 - 5 \_\_\_\_\_
- Grades 6 - 8 \_\_\_\_\_
- Grades 9 -12 \_\_\_\_\_

E. Project Director \_\_\_\_\_ Email \_\_\_\_\_

Title/Position/Location \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Co-Project Director (if applicable) \_\_\_\_\_

Title/Position/Location \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

F. Project Director's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICATION DEADLINE IS FEBRUARY 23, 2009.**