

## Educate the Pride Mini-Grant Guidelines 2018-2019

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, please review the following guidelines and recommendations. If you have any questions, please contact, Nineveh Carvan, Executive Director, at 727-1100 ext.1111 or e-mail **Nineveh.carvan@usd469.net**.

### 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. No more than one individual grant and one group grant may be submitted per teacher. Grant selection will be competitive based on presentation, quality, innovativeness, and alignment with LEF mission and vision statements.
2. One \$5,000 Educate the Pride Mini-Grant will be awarded during the 2018-2019 school year. A building, group of teachers or department may apply for this grant to fund educational equipment or a major educational project.

3. All grant proposals must meet and follow Lansing School District policies and be signed by the Building Principal and Assistant Superintendent. A proposal that is incomplete will not be considered for funding.
4. Requests for special education must be signed by the USD 469 Director of Special Education.
5. Content of proposals must align with grade level and state standards.
6. No out-of-pocket teacher expenses will be covered. All orders must be processed through the Foundation by the end of the year deadline.
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 on a classroom or building related inventory during the award year.**
8. LEF Educate the Pride Grants and Building Grants have an annual deadline of May 1 to be evaluated for the following school year. The grant application deadline for the 2018-2019 school year is May 1, 2018. LEF Autism Grants will be accepted for funding evaluation anytime during the school year.
9. Grant Funds must be expended by May 31, 2019. All unspent funds will return to the LEF general fund.
10. 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 22, 2019.

### Application Format:

Applications must be complete and typed. Please submit the proposal with the requested attachments.

Applications must include the following eight (8) items. Please limit your application to one page plus the required attachments.

Please limit applications for the \$5,000 Grant to a maximum of five pages plus required attachments.

1. Educate the Pride Grant Application Cover Page must be fully completed and attached.

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. Exact amount of funding requested including shipping costs.
4. How does your program enhance or add to district curriculum?
5. What grade level and state standard(s) your proposal addresses.
6. Timeline or description of process in calendar form for how your grant will be used in the classroom or building.
7. Evaluation plan defining project success and describe how effectiveness and outcomes will be measured.
8. Detailed ordering information should be included with the application 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.**

### Submitting the Application:

Return the grant application to Lansing Educational Foundation, c/o Nineveh Carvan, 200 E. Mary Street, Lansing, Kansas 66043. **Applications must be hand delivered or postmarked by May 1, 2018. DO NOT STAPLE. Please paper clip all sheets.**

**INCOMPLETE APPLICATIONS WILL NOT BE  
CONSIDERED.**