

Before completing this application, please read **HOW TO APPLY FOR A LEF PROGRAM GRANT** at www.lexedfoundation.org/app_gr.htm and conform to all requirements.



LEF PROGRAM GRANT PROPOSAL APPLICATION 2009-2010

Project Title: _____

Project Director and Title: _____

Work Phone: _____ **Home Phone:** _____ **Email Address:** _____

School Mailing Address: _____

Alternate Project Contact *(should the Project Director listed be unable to complete the project):* _____

Alternate's Work Phone: _____ **Home Phone:** _____ **Email Address:** _____

Alternate's School Mailing Address: _____

Co-applicant Name(s)/Position(s) or Title(s): _____

School(s) where project will occur: _____

Expected number of: students _____ staff _____ parents _____ involved/benefit from project _____

Curriculum Area(s): _____ **Grade Level(s):** _____

\$ _____ + \$ _____ + \$ _____ - \$ _____
Purchases Payroll Consulting Funding from other sources
= \$ _____
Total funding requested

Support Letter Writers *(Please see page 7 for a support letter form.)*

Format of Proposal

Please adhere to the following format and address each aspect requested. The proposal must be no longer than seven printed pages, excluding recommendations.

A. OVERVIEW:

In one hundred words or less, summarize the focus of your project. Your overview should include the following:

- One or two sentences summarizing the program/project,
- How the program/project enhances student learning and/or improves teaching practice,
- How it reflects an innovative approach to the educational issue(s).

B. PROJECT GOALS AND RATIONALE:

- What are the goals of the project?
- How do they relate to the school system's goals?
- What current educational research supports the project goals?

C. DESCRIPTION

Write a clear, succinct description of your project. Be sure to include specific details as you describe the following:

- 1. Target Population:** How many and which students or teachers or parents will benefit from the project?
- 2. Activities and Timetable:**
 - What activities will be undertaken to achieve the project goals?
 - When will various stages of the project take place?
 - *List each activity* and the timetable for accomplishing it.
 - Indicate who will be performing which activities.
- 3. Other Participants:** If the proposal depends upon the involvement of faculty and staff members other than those applying, please describe the process used for determining the level of interest in participation by those intended participants.

D. PROJECT IMPACT:

Describe ways that you can ensure that the project has an impact upon the school system by providing the following:

- 1. Evaluation Plan:** Your application should contain a plan detailing how you will measure your project's achievement of its goals during the course of the year. When you present this plan, please list each goal of your project followed by a description of the method you will use to measure its achievement.

Example:

Project: *“Professional Development activities with the overall goal of increasing participant’s familiarity with a new teaching tool”.*

Goal #1: Every participating teacher will have incorporated this tool in a lesson by the end of the school year.

Method to measure success of Goal #1: At the end of the year we provide a written survey and report on how many project participants have incorporated this tool in their teaching, when the tool was incorporated and how often it has been used since it was incorporated.

Goal #2: Every participating teacher will want to continue using this tool in his or her teaching.

Method to measure success of Goal #2: At the end of the year, we will meet with our participating teachers to ask whether (a) they have prepared professional development plans that include future use of the tool and (b) they intend to expand the use of the tool in their future teaching activities.

Taken together, each project's Goals, and Measures of Success will form the basis of the mid-year and end-of-year reports required of all grant recipients. LEF uses these reports to evaluate the effectiveness of its grant programs

- 2. Dissemination Plans:** Please describe how you will share project results with colleagues.
- 3. Replication Potential:** Please describe how your project could be replicated in other classrooms or schools, and, the resources that would be needed to reproduce.

E. BUDGET:

Present a complete breakdown of the total funding requested. Please see page 6 for a sample budget.

- 1. Expenses:** Include a *detailed accounting* of each item on which you will be spending grant money.
 - Purchases:** Costs for equipment, materials, supplies, printing, training, and travel. **To be sure of compliance with LPS funding regulations, please consult with LPS Assistant Superintendent for Finance, Mary Ellen Dunn, on**

proposed purchases. You may also wish to consult your school principal, department head, elementary specialist, or the Deputy Superintendent. **For purchases of any technology please consult with Director of Technology, Marianne McKenna.**

- Remember to include shipping and handling fees.
 - **Payroll:** Reimbursement for non-contracted staff time at a rate of **\$33/hr or \$150/day**. Please specify who will be receiving payroll.
 - **Consulting:** Fees paid to any person who is not a Lexington Public School employee. Please specify who is to receive these funds.
2. **Income:** Indicate if funds are being allocated for this project from other sources, such as PTA donations or public and private grants.
 3. **Partial Funding:** In the event that we can only partially fund your project, please indicate if the project could proceed with partial funding. If so, explain how you could reduce the scope of the project but still meet its key goals.
 4. **Commercial Contracts:** Indicate any relationships you may have with any vendor, supplier or consultant listed on your project.

F. QUALIFICATIONS:

Briefly describe the training and experience of the project participant(s).

G. SUPPORT LETTERS:

All applicants should submit at least two supporting letters with their proposal. Please see page 7 for a sample support letter.

- **Elementary Faculty and Staff:** Please submit supporting letters from the school principal and Deputy Superintendent, Dr. Lynne Sarasin, or the Assistant Superintendent, Carol Pilarski, and/or an elementary curriculum specialist.
- **Middle and High School Faculty and Staff:** Please submit supporting letters from the school principal and a department head or Deputy Superintendent, Dr. Lynne Sarasin, or the Assistant Superintendent, Carol Pilarski.
- **For projects that are dependent upon the involvement of teachers other than the applicant(s):** Please include a general support letter signed by all teachers who may be participating. This is not necessary for workshops or projects open to all LPS staff. Projects involving technology require the support Deputy Superintendent, Dr. Lynne Sarasin, and Director of Technology, Marianne McKenna.

EXHIBIT A: SAMPLE BUDGET

Consulting:

- 1. Fees paid to outside educational consultant, Sally Smith, who will visit each first grade class three times each year to present a special session relating to this grant
@\$150 per class per visit. \$3,600.00

Payroll:

- 1. Stipends for 1 hour teacher workshop for 8 first grade teachers, to be held after school (\$33* x 8) \$264.00
**\$33 per hour is the LPS stipend level.*

Expenses:

- 1. Purchase of books and CDs (1 book for 8 first grade classes @ \$10 each and 1 CD per school @ \$20 each) \$120.00
- 2. Craft materials (candle making) for 8 first grade classes \$100.00
- 3. Photocopy expenses (i.e., curriculum-related handouts for each student and feedback forms)..... \$100.00

Total Project Budget: \$4,184.00

EXHIBIT B: SUPPORT LETTER FORM

To help the LEF Grant Review Committee evaluate an applicant's grant proposal, we depend upon having support letters written by school professionals who know the applicant and are familiar with the proposal. In your letter would you please provide the following information. You are welcome to use this form or to create a separate letter. Please return your statement to the applicant. Thank you for your time and consideration.

Your name and professional title and school or department:

Name and professional title of the applicant you are supporting:

Name of the grant application you are supporting:

How long and in what capacity have you known the applicant?

How do you view the applicant's qualifications and capacity to complete the proposed project?

Comment on the quality of the proposed project:

How will this project contribute to the curriculum goals of your school or department?