



# LANSING EDUCATIONAL FOUNDATION

## 2023-2024 Educate the Pride Mini-Grant Guidelines



Thank you for your interest in Lansing Educational Foundation's 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 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](mailto:kara.thompson@usd469.net).

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### **LEF Mission Statement**

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The Lansing Educational Foundation (LEF) enhances the excellence in the learning environment in partnership with the schools and the community.

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### **LEF Vision Statement**

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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.

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### **Grant Guidelines**

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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 considered based on presentation, quality, innovation, and alignment with LEF mission and vision statements.
2. One \$5,000 Educate the Pride Mini-Grant will be awarded during the 2023-2024 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. If the grant proposal is technology related, a signature from the Assistant Superintendent is also required. 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 Lansing Educational 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 Grant applications are due May 1, 2023. LEF Autism Grant applications will be accepted for funding evaluation anytime during the school year. Please note, Autism Grant applications must be received two weeks prior to our monthly board meeting to be considered for funding during a given month. Any application received after that two-week period of time will be voted on at the following month's board meeting. LEF board meetings are held the fourth Monday of every month.
9. Grant Funds must be expended by May 31, 2024. All unspent funds will return to the LEF Educate the Pride fund.
10. 2023-2024 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 1, 2024.

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## Application Format

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Applications must be complete and typed. Please limit your application to one page plus the required attachments and limit applications for the \$5,000 grant to a maximum of five pages plus required attachments.

*Applications must include the following eight (8) items:*

1. Educate the Pride Grant Application Cover Page.
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. If you are requesting items from Amazon, please be aware that those prices can fluctuate greatly and account for that accordingly.
4. How your program enhances or adds 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 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.**

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## Submitting the Application

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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](mailto:kara.thompson@usd469.net). **Applications must be submitted, hand delivered and/or postmarked, by May 1, 2023. DO NOT STAPLE. Please paper clip all sheets.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**