PURPOSE:

The Lufkin ISD Education Foundation offers teachers, administrators, and other school personnel, the opportunity to apply for grants to fund innovative programs or projects that support higher levels of student learning. These grants must enhance academic performance and support the objectives, goals, and initiatives of the District's Goals and Campus Action Plans.

PERSONS ELIGIBLE TO APPLY:

Individuals or teams of individuals employed by Lufkin ISD, who are involved in the instruction of students or related support services benefiting students, are eligible to submit an application for grant funding from the Foundation.

ELIGIBLE PROPOSALS:

Instructional projects or programs designed to begin during the following school year and that meet the selection criteria will be considered.

AWARD OF FUNDS:

- Grants up to $1,500 will be awarded to individuals
- Grants up to $5,000 will be awarded to campus teams or departments
- The number of grants awarded will depend upon available funds

SELECTION CRITERIA:

Applications will be selected based on the following:

- Degree to which it supports the District's Goals and Campus Action Plans
- Degree to which it addresses a need substantiated by data
- Degree to which student academic performance is enhanced
- Degree to which sound evaluation procedures are incorporated
- Degree to which the purpose and desired outcome is clear
- Degree to which applicant follows instructions and completes application

SELECTION PROCESS:

- Only complete applications will be considered
- Applications will be reviewed and scored by the Programs Committee
- Grant recipients will be notified of their awards in August
- Grants are not typically awarded for recurring projects or programs

APPLICATION DEADLINE:

- Applications must be received no later than 4:00 PM on May 31st.
- Applications may be completed and submitted online at
  www.lufkineducationfoundation.org/grants

RESPONSIBILITIES OF GRANT RECIPIENTS:

- Must use award for the purpose(s) intended
- Must order supplies/equipment by September 30th.
- Must complete project or program by the end of the following school year
- Must provide updates (photos, video of project, thank you notes from students, etc.) to the Foundation by the following spring break, or as requested
- Please share successful outcomes of projects or programs with other staff members, in staff development sessions, or as requested by the Foundation to encourage others to pursue innovation in education.

CHECKLIST TO AVOID DISQUALIFICATION

Remember the following and be sure to check your application prior to submission:

1. The Cover Page is the only section of the application where your identity is requested and that page is not provided to the Foundation's Programs Committee. **Do not mention or allude to your campus and/or any school personnel in the application.**

2. Grants are to be used to fund projects or programs that cannot be funded through the school and/or district budgets.

3. Applications must be turned in on or before the deadline.

4. Goals and Objectives should align with District's Goals and Campus Action Plans.

5. Budgets should be carefully researched and realistic. Grants will not be awarded for budgeted items that can be covered by District or campus resources.

6. Applications **MUST be signed** by the following:
    - Applicant
    - Applicant's principal
    - Assistant Superintendent

7. Applications that require technology or maintenance support must include:
    - Maintenance Approval Form (if program requires equipment or labor from maintenance department (forms located on Website)
    - Technology Approval Form (if program requires technology support)

ANY GRANT RECIPIENT WHO FAILS, FOR ANY REASON, TO ORDER PROJECT SUPPLIES/EQUIPMENT BY SEPTEMBER 30th WILL FORFEIT FUNDING.

GRANT APPLICATION TIMELINE

MARCH

Grant applications available at
www.lufkineducationfoundation.org/grants

MAY 31

Application deadline – all applications must be completed and
submitted online by 4:00PM on May 31st.

JUNE - JULY

Application review.

AUGUST

Grants awarded in late August

SEPTEMBER 30

All materials ordered