

Lake Washington Schools Foundation

Reaching for Success
Grant Writing Webinar
November 7, 2011

Introduction

Grant Paper Work – www.lwsf.org

- Program Guidelines
- Grant Application
- Grant Checklist

Purpose of Grants

The purpose of the Lake Washington Schools Foundation (LWSF) Reaching for Success Grant Program is to encourage creative educational programs that will help a school successfully meet its Continuous Improvement Process (CIP) goals.

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Grant Readers

- Grant applications are read by community members.
- Please be clear and concise to help the committee understand the value of your project.

Please Read all Grant Instructions Carefully!

- Failure to follow directions will disqualify your application from funding!
- Have someone else proofread your grant application.



Key Points

- CIP based
- Spring Cycle
- \$3,000 for all grade levels
- Unlimited number of grant applications submitted per school



Principal Support and Commitment

- I find the proposed project consistent with the goals of our school's CIP Plan.
- Principal must rank the grants
- I assign a priority to this project of ____ of ____ (total number of applications from this school).



Grant Application Deadline

- Submit Four copies of the completed grant application to the LWSF office by

February 24, 2012

- No later than 4 p.m. – applications received after this time will not be considered.
- Do not fax or email your application! They will be rejected!

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Anonymity

- Do not include:
 - Name of your school
 - Teachers
 - Principal
 - School mascot
 - Any other identifying information



CIP Goal

- Summarize the specific goal or goals from your school's CIP plan to which the project applies, and attach the pages from your school's approved 2012 CIP plan that explain these goals. (Page 3 question #2)
- Do not attach full CIP or executive summary; attach only pages which address the actual goal(s) of your program.



Non-Fundable Items

- Money spent prior to grant award*
- Teacher or release time or compensation for subs.
- Non-instructional consumables (food, awards, incentives)
- **Graduate study, conferences, seminars and professional development**
- Technology-related projects not supported by LWSD
- Capital improvement projects – furniture, display cases and playground equipment



Project Description

- What the heck do they want us to write?
- What are the grant readers looking for?

Selection Criteria

- Projects must be CIP based
- Projects involve students as fully as possible
- Project provides integration of different learning styles
- Project can be replicated, if successful
- One grant application per project
- Clearly written and complete
- It is acceptable to base your application on a previously funded grant



Support of the School's CIP

- Describe how this project helps the school accomplish the targeted CIP goal(s).
- Example:
 - EIM
 - Reading clubs
 - Science docent

Project Resources

- Describe the resources required for implementation of the project
- Why are these resources necessary to the program?
- How will they help meet goals?

Project Evaluation

- Describe how you will measure the results of your project
- Evaluation process is specific for the stated objectives and includes measurable outcomes using data and quantitative analysis
- Failure to submit an evaluation at the end of the year will disqualify your school from applying next year



Community Awareness

- Recognition of the grant in the community
- Schools will be asked to attach LWSF stickers to any equipment or materials purchased with LWSF Grants
- Signed LWSF photo releases will be required



IMC and Technology

- Check boxes!



Project Personnel

- Grants may be used to compensate experts or resource speakers who work with students
- Stipends for teachers are also acceptable
- If non-LWSD employee submit resume with your application

Timeline

- Planning prior to grant acceptance for IMC approval
 - Since IMC does not meet during the summer and September is used for training, you might need to submit items for IMC approval now!
 - If your grant is funded and IMC related expenses were included in your budget, you will be reimbursed



Budget

- An explicit budget is mandatory!
- The maximum funding request is \$3,000 per grant application
- Projects can be co-funded
- Include all items!
 - Sales tax
 - Shipping



Questions?

- Leeann.wood@lwsf.org – Executive Director, LeeAnn Wood
- Grants@lwsf.org – Carrie Schwitters, grant chair
- Info@lwsf.org – Lisa Wylie, office manager
 - 425.936.1414



Thank you!

Drop in Q and A Session
Wednesday, January 11, 2012
Curriculum Library 12 – 5pm

Good Luck!

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