



Reaching for Success Grant Program Guidelines 2012-2013

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. To accomplish this, the LWSF provides financial resources for specific approaches to enhance or expand the curriculum. These approaches are to be consistent with the District's priorities and grade level targets, as well as in line with the LWSF mission, which is to support academic excellence and success for all students in the Lake Washington School District. Grant applications may propose projects that benefit an individual classroom, a specific grade-level, or an entire school.

GRANT SPECIFICS AND IMPORTANT DATES

- School principals must approve, rank, and submit all applications from their schools; anyone may help prepare the application.
- Each grant has a maximum budget amount of \$3,000.
- A Grant Writing Workshop will be held in October 2011 at Lake Washington Resource Center; an additional question-and-answer session will be offered in January 2012.
- Four copies of the application are due in the LWSF office by **4:00 p.m.** on Friday, **February 24, 2012**. Faxed or e-mailed applications will *not* be accepted.
- Applicants will be emailed notification of award by June 1, 2012.
- All grant reimbursement requests must be turned in by **June 1, 2013**, and evaluation forms by **June 15, 2013**.

SELECTION CRITERIA

1. Project has specific objectives and goals that will help the school accomplish the targeted CIP goal(s).
2. Project provides the integration of different learning styles not otherwise available to students.
3. Project has potential to be replicated, if successful.
4. Only one grant application is submitted per project.
5. Evaluation process is specific for the stated objectives and includes measurable outcomes using data and quantitative analysis.
6. Application is clearly written, complete, and requests no more than \$3,000 in funding from LWSF.



NON-FUNDABLE ITEMS

- Money spent on program activities or supplies prior to grant award (with the exception of materials purchased for IMC review; see “Instructions Materials Committee (IMC) Review” on page 3).
- Teacher release time or compensation for substitute teachers
- Non-instructional consumables (including food and incentives)
- Scholarships or awards
- Graduate study, conferences, seminars, or other forms of professional development
- Technology-related projects not supported by LWSF Technical Support
- Capital improvement projects, including but not limited to furniture, display cases, and playground equipment.

COMMON REASONS THAT GRANTS DO NOT GET FUNDED

- The required number of copies of the application is not received in the LWSF office by the deadline.
- Applications are faxed or e-mailed to LWSF.
- The link between the proposed project and the school’s approved CIP goal(s) is not well defined.
- The proposed project is not explained in enough detail to be clearly understood by the grant readers.
- The proposed budget is not sufficiently detailed, or individual line-item requests are not sufficiently justified.
- Supporting documents are missing.
- The application is submitted after completion of the project or the purchase of materials.
- The application requests software, hardware, equipment, or online subscriptions not supported by LWSF.
- The school did not complete the required evaluation for a LWSF grant awarded in the previous grant cycle.
- When multiple grants are submitted by the same school, the principal neglects to rank grant applications from the school.

THINGS TO REMEMBER

1. Please read all grant instructions carefully; failure to follow directions will disqualify your application from funding.
2. Projects must be CIP based, principal approved, and ranked per school to be considered for funding.
3. Grant applications are read by community members. Please be clear and concise to help the committee understand the value of your project. Avoid educational jargon, such as MSP, HSPE, and LEAP, unless you first define those terms for a non-education audience.
4. Projects should directly involve students as fully as possible. A film developed for classroom use, for instance, should ideally be written and produced by students.
5. Grants may be used to compensate experts or resource speakers who work with students or collaborative projects with other teachers. Stipends for teachers are also acceptable, but there is no grant funding for classified staff.



6. Stipends for teachers will be paid to the district. The Foundation pays a full or half stipend only; no per diems are allowed. For 2012-13 programs, the estimated cost of a full stipend will be \$1,980.00; this is the amount that should be used in the program budget. LWSD requires LWSF to make full and complete payment of stipends.
7. The final dollar amount awarded to a grant applicant is a not-to-exceed amount. If the program costs more than the not-to-exceed awarded amount from LWSF, the school will need to seek funding from other sources for the additional costs.
8. The maximum funding request is \$3,000 per grant application. Projects can be co-funded with external granting agencies like Rotary, or with PTSA funds. Make sure to include this information in your budget.
9. Grant applications may propose projects that benefit an individual classroom, a specific grade-level, or an entire school.
10. Items purchased with LWSF funds become the property of Lake Washington School District. Schools will be asked to attach LWSF stickers (available from the LWSF office) to any equipment or materials purchased with LWSF grants.
11. Signed LWSF photo releases will be required from parents or guardians of all grant program participants. Photo releases must be submitted to LWSF prior to commencement of the project.
12. **No** faxed or e-mailed applications will be accepted—**no exceptions**. Please allow three days if mailing your application via USPS or two days via intra-district mail.

INSTRUCTIONS MATERIALS COMMITTEE (IMC) REVIEW

- Applicants must follow LWSD guidelines with regard to the purchase and use of books, supplemental curriculum, and computer software and hardware.
- If requesting curriculum materials, indicate if these materials have already passed IMC approval or, if necessary, build the approval process into your timeline. In these cases where IMC approval is necessary, indicate when it would be submitted and the cost associated with it. If the project is chosen to be funded, the grant would be given in two parts: funds for IMC review would be granted at one time, and then once IMC approves the project, the second set of funds would be released.
- If requesting software with curriculum content, indicate if this software has already passed IMC approval, or if necessary, build approval into your timeline. Follow LWSD guidelines to submit this to the IMC. Typically, this can be done with a demonstration model.
- If a grant is awarded to a program, LWSF will reimburse expenses related to IMC review as listed in the submitted program budget even if the IMC review was done prior to the award of the LWSF grant.

TECHNOLOGY REQUESTS

- If requesting software for non-curricular purposes (software for production purposes only, such as a graphics program), indicate if this software has been approved by LWSD technology support. If not, it is recommended that a demonstration copy is obtained and submitted through the Software Adoption process established by LWSD. This should be done prior to grant application submission.
- If requesting hardware such as a digital or video camera for use with a specific project, confirm that the hardware has been approved for use with LWSD computer system and that technical support is available for that item.



RETURNING REQUESTS

- Before returning applications will be considered, all grant fund expense reimbursements and the previous year's evaluation must be received. Failure to submit an evaluation at the end of a project will disqualify a school from any LWSF grants the following year.
- It is acceptable to base your application on a previously funded grant, even if you are not the original applicant. However, submittal of a replication grant does not guarantee funding. Each grant application will be considered on its own merits during each grant cycle.

If you have any questions about the grant application process or would like to discuss your ideas, please call the Lake Washington Schools Foundation at 425-936-1414 or e-mail at grants@lwsf.org.