

## *Reach for Success*

### Classroom Grant Program Guidelines 2019-2020

**REACH FOR SUCCESS CLASSROOM GRANTS** fund creative educational initiatives that enhance or expand Lake Washington School District's curriculum. Proposed initiatives should be consistent with LWSD's priorities and school improvement goals, as well as in line with Lake Washington Schools Foundation's mission to support academic excellence and success for all students. Proposed projects may benefit an individual classroom, a specific grade-level, or an entire school. The maximum grant award is \$3,000. We encourage partnering with your local PTA or business community to allow for larger projects.

#### **GRANT REQUIREMENTS AND IMPORTANT DATES:**

- **The school's principal must approve and rank by priority each grant application submitted on behalf of his or her school** (via the Principal's Statement of Support, included on the application).
- Schools may submit an unlimited number of grant requests, but only one grant application may be submitted per project.
- Anyone may complete an application on behalf of a project or program as long as the application is submitted with a completed Principal's Statement of Support.
- The maximum grant award is \$3,000.
- Two RFS Workshops will be held to provide more information on the grant process. Afterwards, there will be available time for Q&A and optional grant application assistance. Both will take place at the LWSD Resource Center on February 13 from 10am-11:30am and on March 12 from 7pm-8:30pm. RSVP required.
- Applicants will be emailed a notification of award in **June 2019**.
- Grant reimbursement requests will be accepted until **May 1, 2020**. Disbursement will only be issued at one time to cover all costs for the school year. One check per grant. Evaluation forms are also due by **June 1, 2020**.
- The completed application and all required or supplemental documents (as described on the application) must be submitted to [rfs@lwsf.org](mailto:rfs@lwsf.org) no later than **5:00 PM on MARCH 15, 2019**.

#### **TIPS TO HELP GET YOUR GRANT APPROVED:**

- Read all grant instructions carefully.
- Projects must support your school's goals, LWSD's priorities, and LWSF's spending priorities.
- Your school's principal must be supportive. When asking your principal to complete the Principal's Statement of Support, take the opportunity to together review the project's goals and assess how they relate to the school's overall goals. Do this early, as the information will help you write a stronger application.
- Avoid using terminology that you wouldn't expect an adult without teaching experience to understand such as education jargon and acronyms (like HSPE and LEAP)
- Projects should directly involve students. A film developed for classroom use, for instance, should be written and produced by students.
- If your total project cost is greater than \$3,000, we encourage co-funding with the PTSA and outside organizations to develop larger school-wide programs with more profound impacts. Include this information in your project budget detail.
- Evaluation shouldn't be an afterthought. When you describe how you'll evaluate your project, be sure that the process is specific for the stated objectives and includes measurable outcomes using data and quantitative analysis and/or anecdotes if applicable.
- Once it is finished, let a trusted colleague review your application to be sure that it is clearly written, complete, and requests no more than \$3,000 in funding from LWSF. No one set of eyes can catch all errors.

## **INSTRUCTIONS MATERIALS COMMITTEE (IMC) REVIEW**

- Applicants must follow LWSD guidelines with regard to the purchase and use of books, supplemental curriculum, online subscriptions, and computer software and hardware. If requesting curriculum material, software with curriculum content, or online subscriptions, indicate if these materials have passed IMC approval (as required on the application). If necessary, build the approval process into your timeline. Typically, this can be done with a demonstration model.
- If approved, LWSF will reimburse expenses related to IMC review as listed in the submitted budget even if the IMC review was done prior to the award of the foundation grant. Disbursement request can occur in two steps.

## **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. It is recommended that a demonstration copy be 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 specific project use, confirm that the hardware has been approved for use with LWSD computers and technical support is available for the item.

## **RETURNING REQUESTS**

- It is acceptable to base your application on a previously funded grant, even if you are not the original applicant.
- Submittal of a replication grant does not guarantee funding. Each grant application will be considered on its own merits during each grant cycle.

## **NON-FUNDABLE ITEMS**

- Teacher release time or compensation for substitute teachers.
- Non-instructional consumables (including clothing, food and incentives).
- Individual student scholarships or awards.
- Graduate study, conferences, or other off-site professional development that benefit only a select few teachers.
- Technology-related projects (software or hardware) not supported by LWSD technology support.
- Capital projects, including but not limited to furniture, display cases, and playground equipment.
- Money spent on program activities or supplies prior to grant award.

## **COMMON REASONS THAT GRANTS DO NOT GET FUNDED**

- The link between the proposed project and the school's goals are not well-defined.
- The proposed project is not explained in enough detail to be understood by the grant readers.
- The proposed budget is not sufficiently detailed, or individual line items 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, or online subscriptions that are not supported by LWSD.
- The school did not submit an evaluation for an LWSF grant awarded in the previous 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 office at 425-936-1414 or email at [rfs@lwsf.org](mailto:rfs@lwsf.org).

## ***Reach for Success*** **Classroom Grant Program Guidelines 2019-2020**

Before submitting your grant application, please complete the following checklist to ensure that all of the required information has been included in your application. This checklist is included for you and should **NOT** be submitted with your grant application.

### **General Requirements**

- Principal has read, signed, and ranked the grant proposal.
- Authorized LWSF application form has been used, available online at [www.lwsf.org/rfs](http://www.lwsf.org/rfs).
- Under "Project Resources," sufficient justification has been provided for requested resources.
- Under "Project Evaluation," the evaluation process for the project has been described in detail, is specific for the stated objectives, and includes measurable outcomes.
- One electronic copy of the application is submitted LWSF at [rfs@lwsf.org](mailto:rfs@lwsf.org) by **5:00 PM on MARCH 15, 2019**.

### **Supporting Documentation**

- The titles, quantities, and costs of books, CDs, videos, software, and other resource materials were detailed on a separate page and attached with your emailed application.
- A timeline of the project's milestones was included on or attached with your emailed application. Resumes
- for outside resource personnel were attached with your emailed application.

### **Budget**

- A detailed, accurate budget was attached, and the amount requested from the foundation does not exceed \$3,000. If you have shared funding from the PTSA or other community partners, please list those.
- There are no requests for reimbursement for money that has already been spent.
- The estimated cost of full teacher stipends is listed as \$\_\_\_\_\_ and half stipends as \$\_\_\_\_\_.

### **Repeat Requests**

- An evaluation was submitted to LWSF for grants awarded to your program/project in the 2018-2019 school year.