

**Los Alamos Public Schools Foundation
Great Ideas Grant**

**Fall 2011
Grant Application Package**

**Please send an electronic copy to:
joanna@lapsfoundation.com
and a signed copy to the LAPS District Office
c/o LAPS Foundation/Joanna Gillespie**

Deadline: October 12, 2011 4:00 pm

Introduction:

The mission of The Los Alamos Public Schools Foundation (LAPSF) is to enrich the educational experiences of our students through community investment. In accordance with this mission, the Foundation will award Great Ideas Grant for teachers in the Fall of 2011. The money will be awarded in December 2011 and the grant must be implemented and completed by May 2012. Applications should be for an amount not to exceed \$1000.

Any licensed LAPS teacher may apply.

This packet provides guidelines for the Foundation's annual grant process as well as an application and final report. Following these guidelines will help to ensure that your application will receive proper consideration.

Important Dates:

October 12, 2011- Grant application due by 4pm

November 17, 2011 Awardees notified, via e-mail

December 15, 2011 Money awarded

Final Report due 30 days from completion of program/project and not later than **May 3, 2012** (see attached)

What do LAPSF grants support?

The Foundation is interested in funding innovative ideas that augment the basic curriculum. The committee will not fund requests for materials that are typically purchased through the school district. Furthermore, the committee does not wish to add funds to something that is currently being funded.

The number of students who will benefit from your grant proposal will also be taken into consideration by the committee.

Who decides whether a project or initiative gets funded?

The grant committee, comprised of a diverse group of individuals, will review applications each cycle. The committee will make funding recommendations to the Board of Directors and the Board will vote on whether or not to approve these recommendations.

What makes a grant application successful?

- The application must be complete and adhere to deadlines. It should include a clear, legible presentation of the request on the appropriate forms. The application should be clearly written for an audience of non-educators.
- The proposal should demonstrate creativity and innovation.
- The proposal should target as many students as possible.
- The project may seed an initiative that could later be replicated in other schools or grades.
- The proposal may be a collaborative effort between educators, schools, parents, or others, to reach children in multiple classrooms, grade levels or schools.
- The proposal should include everything needed to initiate the project, including cost details.
- The applicants must report on any funded project.
- The applicants should list any other funding sources for which they intend to apply.
- The proposal should not seek funds for projects or materials typically funded through the school district. The goal is not to replicate and expand projects already taking place.
- Applicants must review the proposal with their site administrator and have their concurrence regarding the application details.

The words, proposal and application are used interchangeably.

Deadline:

Please have the application turned in by October 12, 2011 4:00 pm. No late applications will be accepted, no exceptions. Applicants will be notified of receipt of their application via e-mail. Questions and concerns may be directed to Joanna Gillespie at joanna@lapsfoundation.com

A Final Report is attached and must be submitted as directed on page two of this document, under the heading "important dates".

Los Alamos Public Schools Foundation Grant Application Form

Project Title

Amount of funding requested from LAPSF

Applicant name(s)

School(s) in which you work

Approximate number of students impacted

Contact Person

Mailing Address

E-Mail Address

Daytime Phone

Evening Phone

Summary of Grant

- This brief summary should *not exceed 300 words*.
- Describe your idea.
- Describe the benefits to Los Alamos Public School students.

Details of Proposed Project

- Does the project provide an innovative opportunity or material?
- Outline your educational goals and objectives.
- Explain who will be involved and impacted.
- Include a project timeline with a start and end date.

Methods of Evaluation

- Outline the measures you will use to evaluate the program results.
- Include what type of data you will collect.

Budget

Please be as specific as possible with your budget information. Use a separate piece of paper, if necessary. Itemize costs, specifying the price of materials or equipment to be purchased. If stipends are requested, please identify the person(s) receiving the stipend.

Project Title: _____

Total Project Budget: \$ _____

Total Requested from LAPSF: \$ _____

<u>Expense Category</u>	<u>Amount Requested From LAPSF</u>	<u>Amount Requested from other sources</u>
<u>Funding</u>	_____	_____
<u>Stipends</u>	_____	_____
<u>Materials</u>	_____	_____
<u>Equipment</u>	_____	_____
<u>Fees</u>	_____	_____
<u>Other (specify)</u>	_____	_____
<u>Total</u>	_____	_____

Sources and amounts of non- LAPSF funding

Source:

Amount:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Project Title:

As the party (ies) responsible for the proposed project, the undersigned agree to:

- Submit a final project report (attached) within 30 days of completing this project and not later than May 3, 2012
- Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to the Los Alamos Public Schools Foundation
- Submit a detailed accounting of all LAPSF funds expended as part of this grant.

I, _____ (print your name) agree to return any funds or property purchased with funds received from the LAPS Foundation should my position be terminated, my grade or site change, or my project no longer be viable in my current position. I understand that failure to do so may result in my being held personally liable for the amount of the award.

Signature of Applicant(s): _____

Date _____

I have reviewed and do support this grant proposal.

Signature of administrator: _____ Date: _____

Additional Comments

**Los Alamos Public Schools Foundation
Teacher Grant Final Report**

Your final report will enable the LAPS Foundation to strengthen its level of commitment to teachers and students within the Los Alamos Public Schools in our joint effort to create bright futures for all of our students. Not exceeding two (2) pages; complete the following and return to LAPS Foundation c/o Joanna Gillespie, 1900 Diamond Drive Suite One, Los Alamos, NM 87544 no later than May 3, 2012.

Grantee: _____

Site: _____

Direct Phone: _____ Alt Phone: _____

E-mail: _____

Project Name: _____

Amount of award: _____ # of students served: _____

1. Did the funds help accomplish your proposed goals and objectives? How did you evaluate your progress?
2. Did you make changes to your original proposal? Why?
3. How has the LAPS Foundation Great Ideas Grant helped your school as a whole?
4. Include a notable story of how the funded project has made a difference at your school or impacted a student.
5. Please provide suggestions on how the LAPS Foundation could improve the grant giving and evaluation process.
6. Please attach itemized expenditures including copies of receipts and/or purchase orders.
7. Please mail electronically to joanna@lapsfoundation.com any publications or photographs that the Foundation may use in future press releases, ads or publications.
8. Please mail electronically to joanna@lapsfoundation.com any announcements, press releases or publications that acknowledge the Foundation's grant to you and your class.