



**2011 School Environment Enhancement Grant**

**Deadline: March 15, 2011**

**4pm, no late submissions will be accepted**

**Please send an electronic copy to:**

**[joanna@lapsfoundation.com](mailto:joanna@lapsfoundation.com)**

**and a signed copy to 1900 Diamond Drive, Ste. 1**

**Los Alamos, NM 87544**

**c/o LAPS Foundation/Joanna Gillespie**

**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.
- The project may seed an initiative that could later be replicated at other sites within the district.
- The proposal should be a collaborative effort between school personnel, parents and the community at large.
- The proposal should include everything needed to initiate the project, including best estimates of material costs a list of other funding sources for which they intend to apply.
- The applicants must report on any funded project. Failure to do so will result in future ineligibility for LAPS Foundation grants.
- Applicants must review the proposal with the site administrator and have concurrence regarding the application details.
- The project should include an awareness & acknowledgement of the LAPS Foundation.

**Los Alamos Public Schools Foundation Grant Application Form**

**Project Title** \_\_\_\_\_

**Amount of funding requested from LAPSF** \_\_\_\_\_

**School** \_\_\_\_\_

**Project Coordinator** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Evening Phone** \_\_\_\_\_

*This information should be on the cover of your grant application.*

**Purpose:**

The school environment provides an important first impression for students, parents, and community members. It sets the standard for expectations concerning respect for property and the importance of school. The Environmental Enhancement Grants seek to provide support for the improvement of the school environment through the purchase of materials that are not typically available through the school budget. These supplies may be used to improve the interior or the exterior of a school. Grant requests may not exceed \$ 3,000 however funding from other sources may be used to augment the budget. **Completing grants from a single site will not be considered, however, any site may submit multiple applications totaling no more than \$3,000.**

**Criteria-** Awards will be awarded based on the following criteria:

- 1) Cost effectiveness and realistic budget
- 2) Sustainability, maintainability, or long-term use of the area.
- 3) Collaboration/ Partnerships/Community Involvement

**Timeline**

February 1- Applications will be handed out to schools.  
March 15- Applications due to the LAPS Foundation office  
March 30-Applicants notified via e-mail  
April 14- Grants awarded  
October 30- Project completion deadline  
November 30- Final Report due to the LAPS Foundation office

**Who is eligible?**

Project coordinators must be affiliated with a Los Alamos Public school site: such as a PTO member, site council, parent, member of the school staff. The coordinator will be responsible for submitting the grant and insuring that all obligations of the grant are fulfilled.

Because the school environment impacts many people, the coordinator's team must include:

- Staff member
- Student
- Parent
- Community member (example: a neighbor, someone from PEEC, the Master Gardeners, Fuller Lodge Art Center, local contractor, etc.)

The school principal does not need to be a part of the team, but is required to approve and sign the grant application before its submission.

**Project Examples:**

Some project examples include: clean-up, landscaping, playground improvements, minor renovation/repair, rainwater gardens that capture run-off use it to grow native plants, native habitat for butterflies or other wildlife, curbside appeal, or semi-permanent artwork. Projects that can be funded with LAPS referendum money or are typically purchased through the school district will not be considered.

## **Summary of Grant**

Please provide a short summary of the School Environment Enhancement Project idea and the benefits to LAPS school community. This should include a description of the intended project site and the vision of the project design.

## **Details of Proposed Project**

Timeline- Estimate when work will be completed. Please notify the Foundation when the work party dates have been set.

Project Team Members- Please list team members and their roles. Consider naming a second in command in case the coordinator has to leave the project for any reason. Who will be responsible for management and sustainability after the project is completed?

Los Alamos Public School Foundation- How will this project increase awareness of LAPSF? Ideas might include a sign posted in the area, a ribbon cutting ceremony that includes a LAPSF representative, newsletters, photos on the school website, etc.)

Education Use- Is there any educational use for the area? (ecology, student reports, planning, lessons, etc.) This is not necessary for the grant, but it would benefit the Foundation to know the areas intended purpose. !



Statement of Commitment

Project Title:

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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 November 30, 2011.
- 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 to the LAPS Foundation should the project no longer be viable due to unforeseen circumstances. I understand that failure to do so may result in my being held personally liable for the amount of the award.

Signature of Coordinator: \_\_\_\_\_

Date \_\_\_\_\_

I have reviewed and do support this grant proposal.

Signature of administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the following pages of the grant application packet:**

Page 1. Cover with title that includes all contact information

Page 2. Summary of Grant

Page 3. Details of proposed project

Page 4. Budget

Page 5. Statement of Commitment

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

Your final report will be due November 30, 2011. Complete the following and return to LAPS Foundation c/o Joanna Gillespie, 1900 Diamond Drive, Ste. 1, Los Alamos, NM 87544.

Coordinator: \_\_\_\_\_

School Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount of award: \_\_\_\_\_ # of students served: \_\_\_\_\_

1. How has the School Environment Enhancement Grant improved your school community? Include a notable story of how the project has made a difference at your school or impacted students. Student responses invited!
2. Show us the results! Please attach any publications, press releases or photographs that the Foundation may use in future publications. Photos of before/ after/ working being completed.
3. Please attach itemized expenditures including copies of receipts and/or purchase orders.