



All Things L.E.A.F. GRANTS

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***TEACHER**

***SCHOOL**

***TRAVEL**

***PRINCIPAL**

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GRANT DATES

- Teacher / School Grants

- Applications open September 1, 2022
- Applications close November 18, 2022
- Awarded by February 17, 2023

- Teacher Travel Grants

- Applications open September 1, 2022
- Applications close September 30, 2022
- Awarded by October 15, 2022

This is for school year travel only- October to May

- Principal Grants

- Applications open February 14, 2023
- Applications close March 21, 2023
- Awarded by May 5, 2023

- Teacher Summer Travel Grants

- Applications open February 24, 2023
- Applications close March 31, 2023
- Awarded by May 2, 2023

All grants will be due at 11:59 pm on the closing date.

GRANT FUNDING

Teacher Grants

- Purpose- To enhance, promote, and augment classroom instruction in areas not allotted in regular budgetary funds or not eligible for reimbursement from other sources.
- Amount of Award- \$100-\$1500 will be awarded to individual staff-initiated projects.
- Funding Periods- One funding period will occur in the fall semester.
- Within the 2022-2023 school year, teachers can apply for multiple singular grants that total the \$1,500 limit. Teachers can apply for an individual grant and also be included on a school/department grant.

Teacher Travel Grants

- Purpose- To supplement teacher out-of-pocket expenses for professional development travel.
- Amount of Award- \$100-\$500
- Funding Periods- Fall and Spring Semester
 - Fall Award is for September-May Travel
 - Spring Award is for Summer Travel
 - You can only apply for one Travel Grant per School Year in addition to teacher/school grants.

GRANT FUNDING

School Grants

- Purpose- The purpose of School Grants is to allow staff on each campus to identify and address needs, challenges, and concerns unique to their campus or those shared with other campuses. The identified area(s) would reflect the school's mission statement or philosophy, or campus improvement plan.
- Amount of Award- Up to \$4,000 per eligible party.
- Funding Period- One funding period will occur in the fall semester.
- Eligible Parties:
 - Grade Level Team
 - Secondary Department
 - Art, Music, P.E, Librarian, Principal, Assistant Principal, Counselor and Nurses

Principal Grants

- Purpose- The purpose of the Principal Grants is to allow administrators on each campus to identify and address needs, challenges, and concerns unique to their campus. The identified area(s) would reflect the school's mission statement or philosophy, or campus improvement plan.
- Amount of Award- A minimum of \$8,000 up to \$10,000
- Funding Period- One funding period will occur in the spring semester.

GRANT GOALS

With the assistance and advice of school district personnel, the Board of Directors has developed several programs which emphasize the Education Foundation's mission to enrich and maximize the quality of education in LCISD. All programs will be monitored by the Foundation to ensure that they are effectively meeting the mission of the Foundation.

The purpose of this program is NOT to increase performance on a standardized test, but rather to enhance the educational experience in the classroom.

GRANT FORMAT

Applications that do not follow the formats stated will be disqualified.

- All 2022-2023 grant applications are electronic using Jot Forms. You can use the posted blank application to draft, but only Jot Form submissions will be graded/accepted.
- Before you submit your grant via Jot Forms, be sure to have your principal review/approve. This can be done by email approval or a physical signature on your grant draft. At this time we do not have a workflow in place for the electronic form.
- You may only upload 2 format types to your Jot Form application, PDF and XSLX. The only acceptable budget form is the one posted to the LEAF district page. If you would like to include a quote, pictures of items, Amazon wish list, etc...you must save it as a PDF. If you need to upload more than one PDF, please combine them all into one document.
 - If you are applying for a field trip or an on-campus experience, you **MUST** attach an itinerary/agenda. This also applies to Travel Grants.

GRANT POLICIES

Applications that do not Follow the policies stated will be disqualified.

Multiple grant applications from an individual school

- written to fund an entire program are NOT allowed.

Grant applications that mention any campus identifiers

- (campus name, mascot, etc...) in the body or attachments of the grant will be disqualified.

Borrowing grant ideas from previous years is acceptable;

- however, copying grants partially or in full is NOT acceptable. A teacher can receive multiple grants for the
- same funding period, provided the combined total of the grants requested DOES NOT EXCEED the grant limit of \$1500.

Example: Ms. Marvel submits 2 applications; one is for an online subscription and is \$600 and the second application is for flexible seating which is \$800. The total of the grants together is \$1400. The total is \$1400 and the limit of the individual grants is \$1500; therefore, these two grants , from the same teacher, can be submitted.

GRANT POLICIES

What L.E.A.F. Will and Will NOT Award:

- Items with potential liabilities will NOT be awarded.
- Computer hardware that is not supported/serviced by district technology policies will NOT be awarded.
- Salaries will NOT be awarded.
- Meals, food, t-shirts, or college visits will NOT be awarded.
- Field trips and on-campus experiences are allowed; however, you **MUST** have principal approval.
 - All field trips **MUST** be taken before the end of April. Trips should be time-specific with an agenda/itinerary attached to the grant. Charter buses will be allowed for trips to the Austin or San Antonio areas. Please contact Sam's Limousine at 713-780-7077 for a quote. Please note that the quote needs to be uploaded as an attachment to your grant.
- Teacher trips and workshops are allowed; however, a travel grant application must be used.
 - Travel must be related to teacher professional development.
 - A teacher **MAY NOT** receive more than one travel grant within the school year.

GRANT POLICIES

What L.E.A.F. Will & Will NOT Award:

- Those submitting a travel grant must include
 - Conference/event overview
 - Itinerary of travel and estimated expense
 - Per diem and state rates are used to estimate travel expense
 - Plan for implementation or anticipated impact of the event on classroom instruction.
 - Proof of registration is **REQUIRED** before the grant check will be disbursed. Checks will be submitted as reimbursement to the teacher.

GRANT GUIDELINES

Things to Keep in Mind!

- Supplemental classroom materials and prepackaged kits are acceptable. Grants that demonstrate a well-designed implementation plan and the potential to inspire students to learn will remain the primary objective. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.

Do not use excessive educational jargon. Please note that the Foundation Board of Directors is made up of members of the

- community outside of the School District.

Objectives should be what you want your student to accomplish, not

- state objectives.

A detailed itemization of all costs and materials is required. Estimates

- are not acceptable.

Grants should be written for funds needed, not for the maximum

- allowable.

All Apple items (iPads, iPencils etc) will be ordered ONLY from Apple through the district. See the Apple Pricing page that is posted on the

- district LEAF page. Cases for iPads MUST be included in the budget.

Bus pricing must be provided by LCISD transportation; chaperone admission will NOT be covered by LEAF. LEAF funds are for LCISD

- students and staff ONLY.

- Installation and shipping charges, where applicable, MUST be included. Correct grammar and spelling are a MUST!

GRANT TERMS & CONDITIONS

- Grant Transfers
 - Single Teacher
 - The grant can only transfer to another LCISD campus.
 - The grant can only transfer if the principal who reviewed/ signed off on the grant application approves the transfer.
 - The grant can only transfer provided the transfer is to a compatible grade level.
 - School/Department Grants- Group of Applicants
 - Grants that are submitted by a group of campus individuals are not eligible for transfer.
 - School/Department Grants- Single Applicant
 - Grants that are submitted by a singular person for an entire department/campus must follow the same transfer policies as the Single Teacher.
- Grant Thank You(s)/ Evaluation Forms
 - Grant recipients are required to submit a program evaluation & appropriate thank you notes by the stated deadline.
 - Deadlines for evaluations and thank you notes will be listed in the email to all grant winners.
 - Please note that depending on the community partner or business that funded your grant may have to write a thank-you note and/or post your appreciation to social media.
- Distribution of Funds
 - Funds will be distributed and coordinated by the Executive Director of LEAF.