



# LPS Education Foundation

*Serving Livonia Public Schools*

Date: May 16, 2016

To: Principals and Staff of Livonia Public Schools

Subject: 2016 - 2017 Grant Program

Dear Principals and Staff:

The LPS Education Foundation is pleased to announce a continuation of the grant program, the intent of which is to provide funds to schools to support their important work and the District's Shared Vision. We were very excited to see a great response from staff last year and the Foundation Board continues to be very motivated to support your work!

The annual grant application process will resume in the fall, with funding provided through the generous donations made by LPS staff members, other Foundation community donors as well as a donation from the Foundation.

New this year, any LPS staff member is empowered to submit an application for the grant beginning in the fall. Grant application forms, along with application guidelines and review criteria, are attached. **Applications must be submitted by October 7, 2016.** Each applicant will be notified of the results by email the week of November 14, 2016. Submission directions are included on the application form. Please direct any questions to [lorna.d.durand@gmail.com](mailto:lorna.d.durand@gmail.com).

The Foundation Board is delighted to have the opportunity to offer this program to provide immediate and visible support. A reminder will be sent to employees in September.

Sincerely,

Diane Policelli, President  
LPS Education Foundation

Andrea L. Oquist, Superintendent  
Livonia Public Schools

Attachments



## Classroom Enhancement Grant **APPLICATION**

2016 – 2017

Name of Applicant \_\_\_\_\_ Position \_\_\_\_\_

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

School/Department \_\_\_\_\_ Principal/Admin \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Total Project Cost \_\_\_\_\_ Amount Requested \_\_\_\_\_

Dates of Project \_\_\_\_\_ Number of Students Impacted \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal/Admin. \_\_\_\_\_ Date \_\_\_\_\_

Signature of IT or district representative (if proposal includes technology or potential bond related purchases, it must be reviewed and pre-approved):

\_\_\_\_\_ Date \_\_\_\_\_

### **Deadline**

Grant applications must be received by **Friday, October 7, 2016**

### **Requirements**

Submit this application along with a written proposal and budget to:

Lorna Durand, 3816 Vicksburg Way, Howell, MI 48843  
**[lorna.d.durand@gmail.com](mailto:lorna.d.durand@gmail.com)**

Please refer to Classroom Enhancement Grant Guidelines for instructions.

### **Notifications**

You should receive an email confirming the receipt of your grant application.

Date Notified

**All applicants will be notified by email of the results the week of November 14, 2016**

Contact the Grant Committee if you have any questions. Email: [lorna.d.durand@gmail.com](mailto:lorna.d.durand@gmail.com)

## Classroom Enhancement Grant **GUIDELINES**

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**PROPOSAL:** (Please follow this format and in this order. Also, note that the proposal will be scored according to the guidelines below.)

**NOTE: Write as though reviewer has no prior knowledge regarding the proposed ideas/materials.**

1. Summary of project (How the project works and how materials are utilized)
  - a. Explain how the project is a classroom/school enhancement to the existing curriculum and/or a new curriculum or program.
  - b. Number of students impacted by this grant proposal and grade level(s).
  - c. Materials and ideas can be shared among other classes/schools?
  - d. Is it reusable beyond one school year (permanent vs. consumable)?
  - e. What are the benefits of the proposal for students?
  - f. When will the project begin and end?
2. Include how this project supports the district curriculum (CCSS for ELA and math or Content Expectations for other content areas) **and/or** the Livonia Shared Vision/Collective Commitments.
3. Cite any research that supports this proposal.
4. Include evaluation process to measure anticipated result.
5. Budget:
  - a. List all anticipated expenditures.
  - b. List any additional funding sources (PTA, Community Foundations, etc.).
  - c. "Official" bid sheet from vendor must be attached.
6. Any technology related purchases must be pre-approved and signed off by the IT Dept. (See application page).

**Note:**

- Individual grants may be awarded up to a maximum of \$5,000 for instructional and administrative staff and up to a maximum of \$1,500 for non-instructional staff.
- See specific district requirements re: technology purchases or bond related items.
- Any equipment purchased with grant funds becomes the property of Livonia Public Schools.
- The LPS Education Foundation is unable to hire staff on behalf of the district, but is able to support the use of temporary substitutes.
- Building improvements must be signed off by the district.