

Classroom Enhancement Grant **GUIDELINES** 2020-21

PROPOSAL: *Please follow this format and in this order.* The proposal will be scored according to the guidelines below. Write as though reviewer has no prior knowledge regarding the proposed ideas/materials.

Grant must be the original work of the applicant. Two or more people working together may submit one grant.

Summary of project (How the project works and how materials are utilized)

- A. Explain in detail how the project is a classroom/school enhancement to the LPS Engagement in Equity focus and resource materials to support these efforts.
- B. What are the benefits of the proposal for students?
- C. Include the following:
 - Number of students impacted by this grant proposal and grade level(s).
 - Materials and ideas can be shared among other classes/schools?
 - Is it reusable beyond one school year (permanent vs. consumable)?
 - When will the project begin and end?
- D. Include how this project supports the district curriculum (CCSS for ELA and math or Content Expectations for other content areas).
- E. Include how this project supports the District's Engagement in Equity Focus.
NOTE: Non-instructional staff (non-LEA members) must address E above and may address D in the proposal.
- F. Include excerpts or quotes from **current** research that support your proposal. Provide a list of research citations. **Do not copy entire articles.**
NOTE: We are looking for empirical data: actual research. Articles, blogs and opinion pieces will not be considered research.
- G. Include evaluation process to measure anticipated result.
- H. Budget:
 - List all anticipated expenditures.
 - List any additional funding sources (PTA, Community Foundations, etc.).
 - Official bid sheet from vendor must be attached.
- I. 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 \$2,500 for instructional and administrative staff and up to a maximum of \$1,000 for non-instructional staff.
- **Beginning with the 2019-2020 school year:** no more than 3 grants will be awarded to an individual within a 5-year time period. This change is being made to encourage new or more applicants to the Grant Program.
- 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.