



*Investing in Academic Excellence*

**School Grants Application  
Fall 2008**

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

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

**Name(s) of Applicant(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Lewiston Education Fund is a non-profit 501(c)3 organization created to fund projects and programs that expand educational opportunities, foster creativity and enhance academic excellence in Lewiston's public schools.*

Fall 2008 Grant Application Due Date: December 17, 2008

Please submit application by 4:00 pm to  
Lewiston Education Fund  
Dingley Building  
36 Oak St.  
Lewiston, ME 04250

---

For Reviewer Use Only

Date Reviewed \_\_\_\_\_

Final Outcome: \_\_\_\_\_



*Investing in Academic Excellence*

### **Grant Application Guidelines/Instructions**

Please review these guidelines thoroughly, before completing your application:

The Lewiston Education Fund considers funding projects that help meet three primary objectives.

- 1) Expand educational opportunities
- 2) Foster creativity
- 3) Enhance academic excellence

Each year the Lewiston Education Fund awards up to five (5) \$1,000 and (2) \$2500 grants for innovative projects in K-Adult education. Applications are accepted in the Fall and the Spring of each school year. Funds are distributed at the discretion of the Lewiston Education Fund Board based on the following criteria.

### **Pre-requisites for submitting a grant request:**

- A) The project(s) must impact academic learning. The Lewiston Education fund is in place, in part, to stimulate creative infusion of Maine Learning Results standards into the learning activities of all types. Please review the Maine Learning Results for criteria related to your idea. Also, we have posted three examples of projects that have been funded in the past. Your idea may be much different from these, but please review them for inspiration and guidance as you prepare your own application.
- B) Lewiston Public school teachers must have an active role in the project.
- C) The project goals need to result in lasting changes that are self-sustainable past the grant period.
- D) Funds cannot be used to replace existing expenditures.
- E) If your project requires funding beyond what is available from the Lewiston Education Fund, please include additional funding sources, matching funds, or in-kind support that will be available to make your project a success.
- F) Please answer all proposal questions concisely. Three – five sentences is best. If the grant committee has further questions, we will contact you.
- G) Please complete the attached budget template.
- H) Applications are due December 17, 2008. Awards will be announced in January of 2009. Funds will become immediately available to grantees.
- I) For more information about this grant proposal, please contact Marty Hiat, Executive Director, Lewiston Education Fund. [mhiat@lewistonpublicschools.org](mailto:mhiat@lewistonpublicschools.org), 795-4100, ex. 249.
- J) For more information about the Lewiston Education Fund, please visit our website.



*Investing in Academic Excellence*

## Grant Application Questions

### **Describe Your Project**

- 1) What is the name of your project? \_\_\_\_\_
- 2) What is your target population? \_\_\_\_\_
- 3) As if speaking to a friend or colleague, please describe your project in 250 words or less.
- 4) How did you identify this project as a priority and/or need for the community. (if applicable, please identify research and/or literature examples that support your idea).
- 5) Which of the three objectives of the Lewiston Education Fund does your project address?  
(please circle one or more)
  - a. Expand Educational Opportunities
  - b. Foster Creativity
  - c. Enhance academic excellence
- 6) Please describe how the project meets local curriculum and impacts academic learning. (Reference Maine Learning Result outcomes and/or specific curriculum criteria where applicable – even if they are outside of your own discipline).
- 7) Please describe how this project addresses or builds upon long-term community improvement or system change.
- 8) Please list three to five short term project goals related to questions 6 & 7.
  - a.
  - b.
  - c.
  - d.



*Investing in Academic Excellence*

e.



***Investing in Academic Excellence***

9) Please list three to five long term project goals related to questions 6 & 7.

- a.
- b.
- c.
- d.
- e.

10) For each project goal and the primary student outcome, please list 1-3 measures of accountability (tangible indicators that the project has been successful).

11) Please describe how your project will be sustainable, beyond the grant term.

12) If your project research-based, please site one example of your research.

**Partnerships/Collaborations**

1) Please list any collaborative partners within the Lewiston School Department.  
(All teachers and/or staff involved)

2) Please list any collaborative partners from the Lewiston Community at large.  
(This is strongly encouraged, although not required: i.e. Bates, USM-LA, Chamber of Commerce, others).



*Investing in Academic Excellence*

**Budget**

- 1) What is the total budgeted cost of your project? \_\_\_\_\_
  - 2) What in the total number of hours this project will take to complete? \_\_\_\_\_
  - 3) What is the total amount of Funding you are requesting from the Lewiston Education Fund?  
\_\_\_\_\_
  - 4) If necessary, what additional sources of funding for this project have you identified?  
Please circle all levels of additional funding you have obtained.
    - a. In-Kind
    - b. Your school Budget (through your Principal)
    - c. Lewiston School Department (through Superintendent Levesque)
    - d. Lewiston School Department Grant Funds (through Janice Plourde)
    - e. Outside Grant Opportunities (through your own research).
- 13) Please complete attached budget form.

*Thank you for taking the time to prepare this application. Please review the successful projects we have posted online, as well as the example of a completed proposal we have posted for your reference. We appreciate the time and commitment you have made to the needs of Lewiston School students and hope that the process of this application, in and of itself has value to you as an educator. If you have any questions about the process, please contact Marty Hiat, Executive Director, Lewiston Education Fund.*

*[mhiat@lewistonpublicschools.org](mailto:mhiat@lewistonpublicschools.org), 795-4100, ex. 249.*

***Applications are due by 4:00 pm December 17, 2008 at the Dingley Building, 36 Oak St. Lewiston, ME School***



*Investing in Academic Excellence*

**Grants Budget Form**

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

Estimated total hours to complete project: \_\_\_\_\_

Estimated out of school hours needed to complete project: \_\_\_\_\_

**A. Materials Costs** - please itemize (add lines as necessary)

1) \_\_\_\_\_ \$ \_\_\_\_\_

2) \_\_\_\_\_ \$ \_\_\_\_\_

3) \_\_\_\_\_ \$ \_\_\_\_\_

**Total Materials Cost** \_\_\_\_\_

**B. Personnel Costs** – If your project requires work outside of school hours, or additional personnel time, please itemize by job description, include hours/rate (add lines as necessary). Use of Lewiston Education Fund grant dollars for personnel time is reviewed on a case by case basis.

| <b>Job Title</b> | <b>Hours/Rate</b> | <b>Total</b> |
|------------------|-------------------|--------------|
| 1) _____         | _____             | _____        |

|          |       |       |
|----------|-------|-------|
| 2) _____ | _____ | _____ |
|----------|-------|-------|

**Total Salary/Stipend Costs** \_\_\_\_\_

**C. Other Costs** - please itemize (add lines as necessary)

1) \_\_\_\_\_ \$ \_\_\_\_\_

2) \_\_\_\_\_ \$ \_\_\_\_\_

3) \_\_\_\_\_ \$ \_\_\_\_\_

**Total Other Costs** \_\_\_\_\_

**D. Additional Project Funding** – Please Itemize, including in-kind resources (add lines as necessary)

| <b>Funding Source</b> | <b>Amount of Funding</b> | <b>Secured/Unsecured</b> |
|-----------------------|--------------------------|--------------------------|
| 1) _____              | _____                    | _____                    |

|          |       |       |
|----------|-------|-------|
| 2) _____ | _____ | _____ |
|----------|-------|-------|



*Investing in Academic Excellence*

**Total Additional Project Funding** \_\_\_\_\_

Total Project Cost (Sum of section A, B, C) \_\_\_\_\_

Total Request from Lewiston Education Fund \_\_\_\_\_

Total Additional Project Funding (Section D) \_\_\_\_\_

- If project costs are not fully covered by requested funds and additional funds, please describe how the project will be completed:
- Additional budget comments: