



2010 Grant Request Form

Name of Program: _____

School: _____

Name(s) of Applicant(s): _____

Administrator's signature: _____

The Lewiston Education Fund (LEF) is a nonprofit organization created to fund projects and programs that expand educational opportunities, foster creativity, and enhance academic excellence in Lewiston's public schools.

The mission of the LEF is to enhance education and learning opportunities by building a permanent charitable fund that connects donors to K-Adult public education and programs they care about, increasing learning opportunities for youth in the community and promoting a community that values education and lifelong learning.

Applications must be submitted to the Superintendent of Schools Office no later than 4 pm on February 24, 2010.

Time Line: **Grant Due Date:** **February 24, 2010**
Date Reviewed: _____

Final Outcome: _____



REVIEW OF GRANT APPLICATIONS

The Lewiston Education Fund (LEF) considers funding projects that help us meet our goals:

- 1. expand educational opportunities**
- 2. foster creativity**
- 3. enhance academic excellence**

Prerequisites for submitting a grant request:

1. The project(s) must impact academic learning. (Please review LEF brochure for types of projects we support.)
2. Lewiston public school teachers must have an active role in the project.
3. The project goals need to result in lasting change that is self-sustainable beyond the grant funding. The funds will not cover teacher's stipends. Grants cannot be used for transportation unless it is an integral part of the project. The project should be a stand-alone project rather than in conjunction with other money to fund a larger project.
4. Funds cannot be used to replace existing expenditures. Funds used to establish projects must include matching funds, either cash or in-kind. Identify these resources in the budget you submit.
5. Teachers who win awards must sign a contract agreeing to certain conditions.
6. Answer all ten questions on page three. Concise responses are appreciated. We suggest using no more than five sentences per question.
7. We strongly encourage you to attend a LEF grant-writing workshop.
8. For more information about this grant proposal, please contact Leon Levesque at 795-4100. Please visit the LEF web site (www.lewistoneducationfund.org) for more information about the LEF.
9. Submit grants to:
Lewiston Education Fund
Office of the Superintendent
36 Oak Street
Lewiston, ME 04240

Grant Proposal Questions

1. Describe the vision of the project for which you are requesting funds and explain how it connects with the goals of the LEF.
2. What are the project goals (student learning/student outcomes) and how will the funding that you are requesting advance you toward these goals? Outline a general action plan that describes how you expect the project to be carried out.
3. Describe how you identified this project as a priority and/or need for the community. Identify *research and/or literature examples* that underscore why your work is a priority.
4. Describe how this project addresses or builds upon long-term (system) change in the community.
5. How does the project support to the Maine Learning Results and/or local curriculum?
6. Identify who will carry out the implementation of this proposal (Name/Title). A collaboration or partnership with at least one other person or community group is encouraged but not required.
7. How will you know if the project is successful? What will have changed for the better as a result of your work? How will you measure your work and/or changes?
8. How and/or where will you document your success? (For example: publications/communications/presentations.) When will your work be documented?
9. Budget information: What is the total amount of funding you are requesting from the LEF? Please include a budget outline for the funding. What percentage of the total cost of the project will be supplied locally (cash or in-kind)? Describe the other funding sources and how the cash or in-kind resources will be used in your budget.
10. How will your work be sustained beyond the grant funding? (How will your work continue or be incorporated into existing programs?)

Additional Comments: