



# LEAF

Lancaster Educational and Alumni Foundation

## Lancaster Educational and Alumni Foundation

Lancaster, New York

### 2018-19 MINI-GRANT APPLICATION

**STATEMENT OF PURPOSE:** *The LEAF mini-grant program enhances students' learning experiences by helping teachers meet the needs of their students in creative ways. Mini-Grants are funded through LEAF membership fees, PTO contributions, and other fundraising activities.*

**MINI-GRANT AMOUNT:** up to \$500 maximum; requests for lesser amounts are welcome.

### INSTRUCTIONS

**APPLICATION DEADLINE:** Application must be e-mailed or postmarked by **September 14, 2018**.

**ELIGIBILITY:** Teachers in the Lancaster Central School District are eligible to apply. Review the attached mini-grant decision criteria. Complete the attached application and submit by the deadline. Incomplete or late applications will be declined.

**NOTE:** LEAF mini-grants are one-time-only awards, and only one LEAF mini-grant will be awarded per project per year. Separate applications for separate project proposals, or for similar projects in subsequent years may be submitted. Proposals requiring any ongoing financial commitment from LEAF or the school district cannot be approved. Mini-grant targets may vary from year to year. Only projects meeting all the grant criteria for the current year will be funded. Depending on applications received, it may not be possible to fund all eligible projects or to award all available funds every year.

**ELECTRONIC SUBMISSION:**

Attach your application (and any supporting documentation) to your email and send to: [LEAFFOUNDATION@aol.com](mailto:LEAFFOUNDATION@aol.com).

**PAPER SUBMISSION, MAIL YOUR APPLICATION TO:**

Stephen Pease, Mini-Grant Chair  
6 Peachtree Ct  
Lancaster, NY 14086

**DECISION NOTIFICATION:** Applicants will receive a funding decision letter via email in early October.

**QUESTIONS AND SUPPORT:** Please email any questions to [LEAFFOUNDATION@aol.com](mailto:LEAFFOUNDATION@aol.com)

**Officers**

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Edward Myszka	Marie MacKay	Wendy Buchert	Katherine Simonetta
President	Vice President	Treasurer	Secretary

## LEAF MINI-GRANT DECISION CRITERIA

The mini-grant targets for 20F8-19 (project must focus on one or more of the following):

- Cooperative Learning
- STEM/STEAM Initiatives
- Bullying Prevention

Each application will be evaluated by the LEAF Mini-Grant Committee using the rubric below. All LEAF-preferred applications are subject to final approval by the Lancaster School District to ensure that the proposed project does not encumber the district in any way for expenses beyond the initial request.

Mini-Grant Evaluation Rubric

Score	Statement of Need	Description of Solution	Learning Objectives	NYS Learning Standards	Budget
3 (Successful)	A clear, specific need is identified; clear and specific data provided to justify/support need.	Uses clear step-by-step details; clarifies exactly how students' needs and targets are addressed.	Specific objective(s) are clearly formulated with specific and relevant outcome(s) stated for each.	Clearly states relevant NYS learning standards and how they are addressed.	All aspects of the project are accounted for and exact use of grant funds is clear.
2 (Adequate)	A general need is identified and supported by related data	Basic steps of project are outlined and connected to meeting the need/target	General objective(s) in correct format with general outcome(s) stated for each	NYS learning standards appear relevant but it is unclear how project addresses them	Budget accounts for amount requested and gives a clear idea of project expenses
1 (Minimal)	A general need is identified, but data is not related or not provided to support or justify need	The project is described in general terms and appears related to need and target	General expectations are provided but outcomes not clearly stated; may not be in correct format	NYS learning standards are identified, but are not relevant to/addressed by the proposed project	Budget accounts for amount requested, but project expenses are vague
0 (Missing/incomplete)	Student need is not clearly identified or supported by any data	Description is vague or not provided	Objectives are unclear or not provided	NYS learning standards are missing	Budget does not account for amount requested

**LEAF Mini-Grant Application – Page 1**

**(All information is required. Please type or print clearly.)**

Name of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

School: \_\_\_\_\_ Grade level(s): \_\_\_\_\_

Number of students to be involved: \_\_\_\_\_ Project dates: \_\_\_\_\_ to: \_\_\_\_\_

Grant amount requested (max. \$500): \$ \_\_\_\_\_

2017-18 Mini-Grant Target(s): \_\_\_\_\_

Applicant(s) signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Note: Please type names to indicate signatures if submitting electronically)**

**Please provide the following information on a separate sheet of paper.**

1. Statement of Need: (1 paragraph)

Please identify and justify the need for your project using student achievement or other data.

2. Description of Solution: (1-3 paragraphs)

Please describe your proposed project step-by-step, and explain how it will meet the identified need and the 2018-19 LEAF Mini-Grant Target(s).

3. Statement of Learning Objectives and Relation to NY State Learning Standards:

Identify 1-5 specific learning objectives and projected outcomes (new knowledge, skills, attitudes, etc.) that meet the identified need. Each objective should begin with “Students will be able to”. List the applicable New York State Learning Standards and how they are addressed by the proposed project.

4. Budget

Please use the budget form provided to detail your entire budget for the proposed project. If your total budget exceeds the requested mini-grant amount, please specify exactly how the requested LEAF Mini-Grant amount will be used in the “Budget Notes” section.

## LEAF Mini-Grant Application – Page 2

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

ACTIVITY CODE	UNIT DESCRIPTION	QUANTITY OR NUMBER	TOTAL # OF HOURS	UNIT COST OR RATE OF PAY	TOTAL COST
Professional Salaries (ex. guest speaker)					
Non-Professional Salaries					
Supplies/Expenses (ex. software)					
Travel and Subsistence (ex. buses/food)					
Contracted Services					
Equipment Rental					
Fringe Benefits					
Equipment Purchase (hardware over \$50)					
Other					

Budget notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**End of application: Please review for errors and completeness before submitting.**