

**Lake Forest High School (LFHS) Foundation
Spring 2008 Grant Application**

Applicant's Name: _____ Applicant's Position: _____

Telephone #: _____ Email Address: _____

Proposed Project Idea: _____

Department(s)/Content Area(s) of Project: _____

Describe project and how it is compatible with LFHS's curriculum: _____

Describe how project supports Foundation's mission and goals (see pg. 5): _____

Who are beneficiaries of project? (# of students benefited): _____

Does project qualify as a LFHS budget item? _____ If yes, has a request been made? _____

Other funding sources considered? _____

If project has on-going costs beyond grant award, how will these be funded? _____

Amount of Grant Request: \$ _____ Overall Project Cost (if different): \$ _____

Please attach itemized list of projected expenses to be covered by the grant such as supplies, equipment, personnel, shipping, training, etc.... Include vendor bid sheets or applicable catalogue pages.

Who is responsible for project implementation? _____

How will project's success be measured? _____

Project Starting Date: _____ Project Completion Date: _____

Applicant's Signature

Date

Dept. Chair/Instructional Director's Signature

Administrative Signature

Please submit signed application and supporting documents by **Friday, April 11, 2008 at 4:00pm** to: Lake Forest High School Foundation, Attn: Nancy Gunder, Grants Committee Chair, 1285 N McKinley Rd., Lake Forest, IL 60045. If questions, contact Nancy Gunder @ 847-295-4014/nbrug@comcast.net or Mary Kay Koerner @ 847-582-7338/mkoerne@d115.org. **No applications will be accepted after the deadline.**

Lake Forest High School (LFHS) Foundation Grant Application Guidelines

I. Who May Apply:

Any LFHS faculty or staff member, LFHS students, Lake Forest, Lake Bluff or Knollwood community groups, and LFHS parents may apply for a grant. Students, parents and community groups are required to have a faculty or administrative sponsor at LFHS and sign-off by the LFHS Principal.

II. Types of Grants:

1. **Small Grants:** Are for dollar amounts up to \$2,000 and reflect unanticipated needs or ideas that arise outside of LFHS's budget cycle and the Foundation's Spring Grant cycle. Grant applications for these types of grants can be submitted at any time of the school year up to two months prior to the deadline for Spring Grants. Otherwise, they will be reviewed with the Spring Grants.
2. **Spring Grants:** These grant requests are not restricted as to dollar amount. The projects tend to be larger in scope and include pilot projects or innovative ideas that are difficult to fund especially in the start-up phase, as well as major one-time opportunities to impact the academic environment for students. The deadline for these grant applications occurs in early spring and is set annually by the Grants Committee Chairperson.

III. Conditions for a Grant:

1. All materials and/or equipment purchased with grant funds must stay at LFHS.
2. Foundation funds will be used solely for the purposes stated in the grant application.
3. Foundation funds have not been previously awarded to fund this activity or project.
4. Grant recipients will provide the Foundation Grants Chairperson with a written letter outlining the activities that were carried out under the grant, how the funds were used, and what has been achieved within three months of the completion date of the project.
5. To access grant funds, the successful grant applicant must send an invoice, up to the dollar amount of the grant award, to the District Comptroller's office. Any unused funds will be returned to the Foundation through the Comptroller's office.
6. All grant applications must be approved, as evidenced by a signature, from the appropriate Academic Department Chair or Instructional Supervisor and appropriate Administrator.
7. When possible, the Foundation requests that successful grant applicants identify and publicize that their project has been made possible by Foundation grant awards. In addition, successful grant applicants may be interviewed or have photographs taken for publicity purposes.
8. Spring Grant applications must be submitted by the deadline to be considered for funding.
9. Grant applicants may be required to present their project before the Foundation's Grants Committee and/or Board of Trustees if deemed necessary by either group.

IV. How To Apply:

Application packets can be downloaded from the LFHS Foundation website, www.lfhsfoundation.org. Alternatively, application packets can be obtained by contacting either Mary Kay Koerner, Faculty Liaison for the Foundation at 847-582-7338/rmkoerne@d115.org or Nancy Gunder, Grants Committee Chair at 847-295-4014/nbrug@comcast.net.

Feel free to attach extra sheets to the application as necessary to explain your project. Also, please include itemized list of projected expenses and any vendor bids, brochures, or applicable catalogue pages.

Once the packet is completed, please place the **signed copy** in the LFHS Foundation mailbox in the main office at LFHS. The application can be mailed to: Lake Forest High School Foundation, Attn.: Nancy Gunder, Grants Committee Chairperson, 1285 N. McKinley Rd., Lake Forest, IL, 60045. Completed applications **must be received by the deadline**. No exceptions will be made.

V. When to Apply:

The Foundation Grants Committee reviews small grant requests on an on-going basis up to two months prior to the deadline for Spring Grants. Any small grants submitted within two months of the Spring Grants deadline will be reviewed with Spring Grants.

Spring Grant applications are due on **Friday, April 11, 2008 by 4 PM**. No application will be accepted past the deadline. Receipt of your application will be confirmed via email.

Decisions regarding grant awards for small off-cycle grants will be made as soon as feasible, but not before discussion can occur at the next scheduled LFHS Foundation Board of Trustees meeting. Decisions regarding Spring Grants will be made within 6 weeks of the deadline. In both cases, you will be notified via email and/or letter whether or not your grant was awarded.

You may be contacted during the grants review process by a Grants Committee member to clarify information contained in your grant application. Alternatively, you may be asked to make a presentation before the Grants Committee and/or Board of Trustees in order for its members to gain a better understanding of your grant request.

VI. Selection Criteria:

The Foundation Grants Committee reviews each application using ten criteria considered to be important in the application review process including:

1. Consistency with Foundation mission and goals;
2. Appeal to potential donors;
3. Compatibility with LFHS approved curriculum;
4. Clarity of overall project including goals, objectives and future plans;
5. Positive cost/benefit of project;
6. Foundation is appropriate funding source;
7. Support from administration;
8. Interest and support from faculty and staff;
9. Project can be evaluated for success;
10. Enhances Foundation image.

Underlying these criteria is a strong sense that the grant request will ultimately be serving the educational or academic needs of students as measured by the number of students benefited by the grant request.

Not all of the above criteria can be measured in a purely objective manner, and as a consequence, some judgment and experience may be exercised in making funding decisions. Also, ranking of the requests may be necessary in cases where the requested amount of grant funds exceeds the funds available for grants.

VII. Accessing Grant Funds and Follow-Up

Upon receiving notification that your grant was approved, the LFHS Foundation's Treasurer sends the grant funds, payable to LFHS, to the District's Deputy Superintendent for Finance & Operations Office for deposit. In order to access the funds, an invoice must be sent, not to exceed the amount of the award, to the District's Comptroller, Katie Labuhn requesting payment. Only then will the grant funds become available to you.

Grant recipients will be expected to provide the Foundation Grants Chairperson with a written letter outlining the activities that were carried out under the grant, how the funds were used, and what has been achieved **within three months of the completion date of the project** as stated on the application.

When possible, the Foundation requests that successful grant applicants identify and publicize that their project has been made possible by a LFHS Foundation grant award. You may also be interviewed and photographed by Foundation Board members or their representatives for publicity purposes. These articles and/or photographs may appear in LFHS publications such as Highlights or on the Foundation's website, www.lfhsfoundation.org.

VIII. LFHS Foundation Statement of Mission & Goals (see page 5)



LAKE FOREST HIGH SCHOOL FOUNDATION

STATEMENT OF MISSION & GOALS

“Our mission is to acquire and distribute resources to enrich learning opportunities for LFHS students, staff and community.”

The Foundation will achieve its *mission* through direct support for:

- I. Student Development
 - A. Provide resources for program enrichment activities.
 - B. Provide resources for unique student learning needs.
 - C. Expand opportunities for a quality education for each student.

- II. Staff Excellence and Creativity
 - A. Support unique staff development opportunities.
 - B. Provide resources for innovative ideas and programs.
 - C. Encourage the attraction and retention of high quality staff.

- III. School/Community Collaboration
 - A. Promote community awareness about the Foundation and educational programs of the School District.
 - B. Provide a vehicle for individuals and organizations to contribute resources to enhance learning.
 - C. Provide an organization to facilitate cooperative ventures among the Foundation, individuals, community organizations, business and industry.
 - D. Develop partnerships with LFHS alumni to support the enhancement of educational opportunities.
 - E. Collaborate with other educational entities in expanding and enhancing learning opportunities.
 - F. Promote unity, understanding and cooperation throughout the School District and community.
 - G. Promote the School District as a center for community learning.