

**Lake Stevens Education Foundation
Innovative Teaching and Learning Grant
Application Package**

Please review closely the LSEF Innovative Teaching and Learning Grant application information posted on the LSEF website (<http://lkstevensf.org/grants.html>). Examine the grant objectives and priorities to ensure your grant proposal aligns with the Foundation's criteria.

Directions:

1. Complete the **Technology Consultation/Approval Form**. If your proposal will include the purchase of any technology, **this form should be submitted 30 days prior to the Grant submission deadline posted on the LSEF website**. LSSD tech representatives may make contact with the grant writer(s) for a consultation before determining if they can support the proposal.
2. The completed form should be included in the application package when submitted.
3. Complete the Grant Application.
4. Obtain and attach a letter of support from your building Principal
5. Submit an electronic copy of this completed application packet to the Chair of the LSEF Grant Committee –Vicky Davenport –bergrr@msn.com

Grant Title: _____

School(s): _____

Grant Writer(s): _____

Completed Technology Consultation/Approval form attached

Completed Grant Application

Principal letter of support attached.

LSEF Innovative Teaching and Learning Grant Application Technology Consultation/Approval Form

Any technology purchased for use in the Lake Stevens School District must first be approved by the LSSD ET/IT department to ensure it meets LSSD specs and can be supported. This form should be completed BEFORE completing the grant application and must be included as part of the grant application package submitted to the Lake Stevens Education Foundation.

Grant Title: _____
School: _____
Grant Writer(s): _____

1. Will your Innovative Grant proposal include the purchase and use of any technology?

No. Obtain the signature of your principal below. Submit this form as part of your grant application package

Yes. Complete the project description below and submit to the Executive Director of Secondary Teaching and Learning 30 days prior to grant submission deadline. It will be reviewed and returned to you.

2. BRIEFLY describe your grant proposal. Itemize the technology being requested and its cost. **Clearly articulate the intended use of requested technology.** If technology requested is something new or unique, please provide any links to sites or additional information that may be helpful in understanding its full use and application. ET/IT reps may reach out to grant writer(s) for consultation and discussion of your request.

Project Description:

Recommendations/Suggestions of Tech Department:

ET/IT Response:

YES, this grant would be approved and supported by the ET/IT department.

NO, this grant would NOT be approved and supported by the ET/IT department for the reasons stated above.

Signatures:

ET/IT representative

Date

Building Principal

Date

LSEF Innovative Teaching and Learning Grant Application

Date: _____
Month/year

Grant Title: _____

School(s): _____

Grant Writer(s): _____

Contact info: _____
Email & Phone

Part 1: Purpose and Need

Please provide an explanation of the purpose of the grant request and what existing or anticipated needs the proposal would meet.

Part 2: Program Design and Innovativeness

List the objectives of the grant and the activities to help meet those objectives. Describe how the project is creative or innovative, and how it can be duplicated to increase its benefits to more students.

Part 3: Implementation and Evaluation

Describe what activities are to be completed and in what sequence. Describe how you will measure the impact of this project on students.

Part 4: Budget Plan

Outline the expenses for the project in the following categories:

Category	Cost
Consultants	
Curriculum Instruction materials	
Supplies	
Equipment/other (if any)	
Other projected costs	
Tax and shipping costs	
TOTAL REQUESTED	

Please note: If you run out of room in the explanation boxes please feel free to attach documents.

Thank you for your tech consultation form, application and principal support letter.

The Innovative Grants committee will vet all proposals and notify receipt 30 days later.