

## **Lakeland Joint School District No. 272**

### Grant Request Guidelines

The Lakeland Joint School District encourages teachers and administrators to take the opportunity to apply for grants to fund innovative programs or projects that support higher levels of student learning. These grants must enhance academic performance and support the objectives, goals and initiatives of the Strategic, District and School Plans.

Crowd funding grants will be reviewed and decisions will be made on a case by case basis. Personnel are not to solicit for support on crowdfunding sites, such as Donorschoose.com, through district communication. Those sites are not to be shared on district emails, sent to families of students, or shared with other patrons of the district. Using personal social media to share these projects needs to be done in a way that does not solicit donations from our community or school patrons.

Guideline for personnel interested in applying for grants:

- Prior to moving forward, confirm that the grant does not ask for matching funds and read all reporting requirements, as some purchasing requirements do not support district protocols and practices.
- Speak with school or program level administration to ensure the grant project aligns with schools, program and district vision.
- Technology - before applying for technology related grants - check with Chad/Justin to make sure they can support the technology.
- Apply for district approval through the grant application found in, "Request for District Approval to submit a Grant."
- All applications will be reviewed by the district budgeting team and applicants will be notified of approval or denial of application.
- If application is approved and grant is then awarded, the recipient will notify district finance team and share all grant agreements and follow up correspondence.