

## **SC Mini Grant Program 2020-2021 APPLICATION GUIDELINES**

### **GRANT APPLICATIONS/PROCESS:**

1. The Goal of the ISC Mini Grant Program is to support creative and innovative approaches to teaching and to support the personal and academic development of LMSD students.
2. Teachers may submit a grant application with other teachers. Teachers may work together across disciplines and schools to submit grants applications.
3. Teachers are limited to submitting two grants total, either by themselves or with other teachers.
4. Grants are awarded that impact both small and large groups of students. The number of students impacted is only one factor in considering a grant application.
5. All grant applications must be submitted electronically to the ISC Mini Grant Chair by the established deadline posted on the ISC website.
6. The ISC Mini Grant Chair will acknowledge receipt of application via email to the Primary Contact on the application.
7. All applications must include a detailed budget. Submitting global categories with a dollar amount will not be considered. For example, "Books--\$250" or "Supplies--\$100" does not provide the required detail. In this example, the list of books or supplies to be purchased would need to be included with the grant application.
8. Grant applications may reference a website and provide a link as supplemental information but cannot be used as the primary explanation for an item or request. It is expected that you will describe your proposal as it specifically relates to your classroom.
9. Budget items that are NOT funded:
  - Office equipment
  - General school supplies
  - Document copying
  - Mailing costs
  - Consumable items, including food and beverages
  - Transportation, lodging or conference fees
  - iPads or laptops
  - Outside guest speakers
  - High School Senior Projects
10. Teachers may submit additional information to further support a request when completing their grant application. You are not limited to the space provided or the information requested on the application.
11. Handwritten applications will not be considered.
12. Incomplete applications will not be considered.

### **GRANT REVIEW PROCESS:**

1. All grants are evaluated through a blind review process. Identifying information such as teacher name(s) and school(s) is removed.
2. The Grant review committee is comprised of the ISC Mini Grant chair, ISC members, a HSA president, a CSE representative, a LMSD principal, LMSD parents and other administrators based upon the type of grant applications submitted.
3. Technology requests will be reviewed by the Director of Technology to ensure compatibility with LMSD. In addition, applications may be reviewed for curriculum compatibility by the applicant's school principal and/or the appropriate department of LMSD's Office of Curriculum and Instruction.

### **GRANT AWARDS:**

1. Grants may be fully funded, partially funded or not funded based upon the consensus of the Grant Review Committee.
2. Teachers can be awarded funding for the same grant for 3 years. However, grants funded during a review cycle are not guaranteed funding in subsequent years; grant applications must be resubmitted each year in order to receive multiple year funding.
3. If the Grant Review Committee awards partial funding for a grant, the award will be given unrestricted to purchase any of the budget's requested items. In rare cases, a caveat to how the funds must be used will be identified in the congratulation letter sent to the awardee(s). The ISC Mini Grant chair is required to approve the restrictions placed on the funds.
4. Items identified in the individual grant budget are the only items to be approved for reimbursement by the ISC Mini Grant Program. If a change or substitution is required (i.e., a certain product is no longer available), prior approval from the ISC Mini Grant Chair is required for reimbursement.
5. Maximum award for any grant is \$1,000. There is no minimum dollar value for approved awards. All awards will be rounded up to the nearest dollar.
6. Grant money that is awarded in May of each year for the upcoming grant year will be available to teachers/staff/purchasing for reimbursement any time after the awardees receive their award letter and the LMSD Board of Directors has accepted the awards.

### **GRANT REIMBURSEMENT:**

1. Purchases for reimbursement can be made either directly by the teacher or can be purchased through LMSD. Reimbursement can be made to either an individual or to LMSD Purchasing.
2. In rare circumstances, a third party vendor may be considered for direct reimbursement. The ISC Mini Grant Chair is required to approve in advance a third party vendor reimbursement request.
3. No reimbursement requests will be filled unless the reimbursement form and reimbursement procedures identified on the form are followed by the award recipient(s). [Download Reimbursement Form HERE.](#) Reimbursement will be paid from receipts ONLY. Quotes are not an acceptable form of receipt.
4. If funds are not spent all at one time, two reimbursement requests can be made by a teacher during the course of the school year.
5. Requests for ISC mini grant reimbursements must be submitted to the ISC Mini Grant chair by June 30 of the grant school year. After June 30, any unspent funds go back to the ISC Mini Grant Program.