



Interschool Council Mini Grant Program 2024/25 GUIDELINES

APPLICATION

1. The goal of the Interschool Council Mini Grant Program is to support creative and innovative approaches to teaching and to support the personal and academic development of LMSD students.
2. Applications for the 2024-25 Mini Grants will be accepted in the spring (as in previous years) as well as in the fall (new this year). Since both application periods are for the same award year, any particular application can only be submitted once.
3. In an effort to be more equitable in the distribution of funds, priority will be given to proposals from staff or groups who have not been previously awarded an Interschool Council Mini Grant. In future application periods, different suggested themes will be offered.
4. All applications must include a detailed budget not to exceed \$1000. General categories with only a dollar amount will not be considered. For example, "Books: \$250" or "Supplies: \$100" does not provide the required level of detail. Instead include a list of specific books or supplies to be purchased.
5. Budget items that are NOT funded:
 - Office equipment
 - General school supplies
 - Document copying
 - Mailing costs
 - Consumable items (e.g., food, beverages and subscriptions)
 - Transportation, lodging or conference fees
 - iPads or laptops
 - High School Senior Projects
 - Items that pose safety hazards
6. Staff is limited to submitting two grant applications total, either individually or with others, per award year. For example, if teachers submit one grant application in the spring, then they may submit, at most, one separate application in the fall.
7. Applicants must consult with their building principal(s) or supervisor(s) before submitting an application.

8. Staff may submit a grant application with LMSD colleagues. Applicants are encouraged to work together across disciplines and schools to submit grant applications.
9. The Interschool Council awards grants that impact both small and large groups of students. The number of students impacted is only one factor considered when applications are reviewed.
10. Spring grant applications must be submitted using this [Application Form](#) by midnight on Tuesday, April 23, 2024. Fall grant applications must be submitted using this [Application Form](#) by November 15. Late or incomplete applications will not be considered.

AWARDS

11. Proposals may be fully funded, partially funded or not funded. All awards will be rounded up to the nearest dollar.
12. All applications are first vetted by the LMSD Administration.
13. The Review Committee includes the Interschool Council (ISC) Mini Grant Co-Chairs, ISC Co-Presidents, a Home and School Association (HSA) president, a Committee for Special Education (CSE) representative, a representative of the Education Foundation of Lower Merion (EFLM), an LMSD principal, select ISC members and LMSD administrators.
14. Additional information may be required during the evaluation process. If that is the case, an email will be sent to the application's primary contact.
15. Grant money that is awarded will be available for reimbursement after the LMSD Board of Directors has approved the awards and the awardees receive their award letters.
16. Each mini grant award comes with a commitment to submit a [Feedback Form](#) no later than one month after the completion of the funded project and at the latest by May 30, 2025. The Feedback Form includes short answer questions to assess the project's success and requires at least two photos of the project "in action."
17. The Interschool Council may use information concerning any mini grants in electronic newsletters or other communications to the public as examples of how it fulfills its mission.
18. The Interschool Council reserves the right to reject future mini grant applications from recipients who fail to submit a completed Feedback Form or photos.

19. The Evaluation Rubric below will, in part, be used to determine grant awards.

ISC MINI GRANT PROGRAM EVALUATION RUBRIC 2024/25

	Extraordinary (4)	Compelling (3)	Satisfactory (2)	Weak (1)
Does the grant align to the mission and vision of LMSD?	Strongly supports LMSD’s vision and mission. Extraordinary opportunity to enhance and innovate the curriculum.	Supports LMSD’s vision and mission. Compelling opportunity to enhance and innovate the curriculum.	Supports LMSD’s vision and mission to a lesser extent. Opportunity to enhance and innovate the curriculum.	Fails to align with LMSD’s vision and mission. Does not help to enhance and innovate the curriculum.
How many students would the grant reach?	Will reach a large number of students in the initial year and subsequent years.	Will reach a large number of students in the initial year only OR will reach a smaller or growing population over multiple years.	Will reach a small number of students over time.	Inadequate reach or not clearly indicated.
Is the proposed project innovative?	Project is extremely innovative. Has never been done in LMSD. Demonstrates great creativity and initiative by the applicant.	Project is innovative. Piloted once previously and is being expanded either to a new applicant or school.	Project has been funded before, no longer innovative or new.	Project has been previously funded multiple times and is now standard practice or widely available.
Is the grant cost-effective?	The project cost is extremely reasonable given the number of students that will benefit OR the project definitively fulfills a very specific and important need. This project would otherwise have no other funding	The project cost is reasonable given the number of students that will benefit OR the project likely fulfills a specific need. This project would probably have no other funding.	The project cost is high compared to the number of students that will benefit OR the project’s need is questionable OR this project should be funded in other ways.	The project cost is prohibitive OR the project does not fill a curricular need.
Is this grant sustainable and/or easily replicable?	Definitive opportunity for replication or collaboration by other teachers to expand the scope of the grant. Benefits of this project are long term and short term	The project can probably serve as a model and can be easily replicated in other classes or other schools. There are potential long-term benefits and definitive short-term benefits for this project.	There is limited potential for this project to serve as a model and most likely will not be replicated in other classes or other schools. This project exists mainly for short-term benefits.	This project is not at all replicable and has only limited short-term benefits.
Is there a plan for evaluation?	Well-defined, comprehensive method for evaluating impact, including tools to obtain and analyze objective, empirical evidence and user feedback.	Clear method for evaluating impact is outlined, including user feedback.	Limited method for evaluating impact.	Not clear how grant will be measured.

SCORE: _____/24

Please Note

This rubric will be used, in part, to determine whether a grant will be funded.

REIMBURSEMENT

19. Purchases for reimbursement can be made either directly by the staff or can be purchased through LMSD. In rare circumstances, a third-party vendor may be considered for direct reimbursement. The Mini Grant Chair(s) must approve a third-party vendor reimbursement request in advance.
20. Reimbursements are to be submitted via this [Reimbursement Form](#). Reimbursement will be paid from receipts ONLY. Quotes are not an acceptable form of receipt.
21. If funds are not spent all at one time, a maximum of two reimbursement requests can be made during the course of the school year.
22. Items specified in an application's budget are the only items 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 Mini Grant Chair(s) is required for reimbursement.
23. Items purchased for reimbursement through an ISC Mini Grant are the property of LMSD.
24. Should the total dollar amount of the items bought exceed the approved amount of the mini grant awarded, the difference may or may not be reimbursed depending on available funds.
25. Should circumstances change, it is the responsibility of the applicants to promptly contact the Mini Grant Chair(s) before making changes.
26. Requests for mini grant reimbursements must be submitted to the Interschool Council Mini Grant Program by June 1, 2025. After June 30th, any unspent funds return to the ISC Mini Grant Program.

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