



Los Alamos Public Schools
FOUNDATION

**Los Alamos Public Schools Foundation
Great Ideas Grant
Guidelines and Terms**

To apply, fill out the online application at lapsfoundation.com

**Fall Grant Cycle: September 1 - November 30
Spring Grant Cycle: February 1 – April 30**

Introduction

The mission of Los Alamos Public Schools Foundation (LAPSF) is to serve as the connection between our community and school district, evaluating needs and investing resources to improve the quality of public education in our community. In accordance with our mission, the Foundation awards the Great Ideas Grant for teachers during spring and fall grant cycles. Funding is awarded for grants each month during the spring and fall. The LAPS Foundation board makes decisions on grant applications during their monthly meetings on the second Wednesday of the month. Grants must be implemented and completed by the end of the following semester. **Application proposals may not exceed \$1,000.** Any licensed LAPS teacher may apply. This document provides guidelines and terms for the Foundation's bi-annual grant process. Following these guidelines will help to ensure that your application will receive proper consideration. Final Reports for the grant are due 30 days from completion of program/project, and not later than the end of the following semester after the grant is awarded.

What do LAPSF grants support?

The Foundation is interested in funding innovative ideas that augment the basic curriculum and align with the New Mexico Content Standards. The committee will not fund requests for materials that are typically purchased through the school district, nor does it wish to add funds to something that is currently being funded. The number of students who will benefit and/or the overall school/district impact will also be taken into consideration.

Who decides whether a project or initiative gets funded?

The LAPSF Projects & Programs committee, comprised of a diverse group of individuals, will review applications each cycle. The committee will make funding recommendations to the LAPSF Board of Directors, and the Board will vote on the recommendations.

How to apply, and what are the requirements?

- Submit the grant application online at <http://lapsfoundation.com/programs/great-ideas-grants/great-ideas-grant-application/>
- It must be filled out completely and adhere to deadlines.
- It should include a clear presentation of the request and be written for an audience of non-educators.
- The applicant(s) must agree to report back on any funded project.
- The applicant(s) must review the proposal with their site administrator and have their concurrence regarding the application details.
- If the grant spans multiple schools or includes multiple classrooms, then there must be one contact person who will convey all messages from LAPSF to the rest of the grant participants.
- The person submitting the application must be a licensed LAPS teacher.
- The proposed budget should include everything needed to initiate the project. All costs should be itemized on the application.

- The amount requested from the LAPS Foundation may not exceed \$1,000.

What makes a grant application successful?

- The proposal should demonstrate creativity and innovation and target as many students or have the greatest impact possible.
- The project should augment the basic curriculum and align with New Mexico Content Standards.
- Projects that seed an initial idea which could later be replicated in other schools or grades may be considered favorable.
- Projects that are a collaborative effort between educators, schools, parents, or others, to reach children in multiple classrooms, grade levels or schools may be considered favorable.
- If the total project budget exceeds \$1,000, the applicant(s) should list any other funding sources they have secured.
- The grant application must not seek funds for projects or materials typically funded through the school district.
- The grant application must not seek funds to replicate and expand projects already taking place.

Deadline:

Each semester's grant cycle is 3 months. Applications are due by April 30 for the spring semester and November 30 for the fall semester. No late applications will be accepted. Applicants will be notified of receipt of their application via e-mail through the form submitted on the website. If you do not receive an email acknowledging receipt of your application, please email Jenny McCumber at j.mccumber@laschools.net.

We recommend you keep a copy of your proposal in Word or other format in the event that it needs to be resubmitted.

A final report must be submitted within 30 days of completion of the project, no later than the last day of the following semester.

Questions and concerns may be directed to LAPS Foundation executive director Jenny McCumber at j.mccumber@laschools.net or 505.500.6501.