



GRANT APPLICATION GUIDELINES

ELIGIBILITY

All certified teachers in LISD are eligible to apply. While more than one grant request may be submitted, priority will be given to those teachers who have not been awarded a grant during the current school year. Grant amounts can range from \$100-\$500. Exceptions to this limit will be considered by the LIFE Board of Directors.

PURPOSE

The Innovative Teaching/Training Grants provide an opportunity to recognize and reward outstanding teachers and departments in the Levelland Independent School District and provide enriching academic experiences for students by funding creative, innovative academic projects not supported by school budgets.

GRANTS CRITERIA

The grants committee of LIFE will judge the applications on the following criteria:

1. potential to improve student achievement and/or to enhance instructional skills not primarily related to personal, professional growth
2. creativity of project/innovativeness of approach
3. potential for continuation and/or replication
4. number of students who will benefit
5. timetable and cost effectiveness/realistic budget
6. items not ordinarily budgeted by your campus/department

TIMELINE

Applications are accepted monthly and must be submitted to Levelland ISD Administration by the first Friday of every month. The LIFE Board of Director will then review applications at their monthly meetings held the second Thursday of every month. Teachers are encouraged to submit requests as soon as possible during the school year, since only a limited amount of funds are budgeted each year for teachers' grants.

EVALUATION

Grantees must provide a written report to the LIFE Board within thirty (30) days of the conclusion of their project. This report is to include a financial statement including appropriate validated receipts and narrative describing the project and how it benefited students and the teacher. Unused funds will be returned to the Foundation at the end of the school year for which the grant was awarded. A photo must be submitted of the students using grant purchased materials or activity pertaining to grant funds.



INNOVATIVE TEACHING/TRAINING GRANTS APPLICATION

Project Title: _____

Applicant's Name: _____

School: _____

Teacher's Position: _____

Principal's Signature: _____

**The principal's signature indicates that he/she has reviewed the application and believes it to be valid and within the parameters of the grants guidelines.*

PROJECT SUMMARY: Summarize your project. Please tell if this is a new or repeat project.

POTENTIAL: Explain how your project will improve student achievement and/or how instructional skills will be enhanced.

CREATIVITY: How is this project creative or innovative in its approach?

EVALUATION: How will you determine if this project is successful? Describe any methods to measure the results. How will the school district, teachers, students and parents learn about the results of your project?

TIMETABLE AND PROJECTED BUDGET: Provide a schedule for activities for the project, and then itemize all project costs (i.e. materials equipment and supplies). List any other sources of funding for this project (parents, other grants, solicitations, businesses, etc.). Applications submitted without a detailed budget and specific request amount will not be considered.

You are encouraged to make purchases locally as permissible. As the majority of LIFE donations come from Levelland businesses, we strongly suggest you purchase in Levelland as possible. It is recommended that 2-3 price quotes be submitted with this application.

Submit this teacher grant application and additional sheets to your Campus Level Administrator.

If you have any questions, please call LIFE Board members Michelle Davis (777-6679), Michael Stueart (893-1188) or Angie Vest (891-1227).

**YOUR APPLICATION WILL NOT BE RETURNED.
MAKE A COPY FOR YOUR RECORDS.**

