



★
**LONGMEADOW EDUCATIONAL
EXCELLENCE FOUNDATION**
★

**Grant Application
Applicant and Project Information**

Section I - General Information

Title of Project:
Department or Curriculum Area:
Project Leader*:
School:
Telephone:
Email:

Person completing application (if different from project leader):
Name:
School:
Telephone:
E-mail:

If there are other applicants or project co-leaders, please include name, school, telephone, and e-mail for them as well.

*Please note that town accounting office rules will require submission of the Social Security number of the project leader if the grant application is approved.

Section II - School Principal/Dept. Coordinator Authorization

LEEF will not accept applications without the signed authorization of the School Principal.

Principal Signature

School:

Coordinator/Dept. Chairperson Signature

Section III - Project Scope

Please indicate if this application is for an independent project or if it is linked to another application being made to LEEF.

Independent project [] Collaborative project []

If collaborative, please identify the related application being made to LEEF.

Section IV - Project Beneficiaries

Will this project benefit students in a particular classroom or subject area/course or an entire grade level or school? Does the project have potential for district-wide impact?,

Targeted population to benefit from this grant:

Grade level:

Number of students (directly impacted – target population):

Number of students (indirectly/potentially impacted):

Number of staff:

PLEASE COMPLETE SECTION V OR VI DEPENDING ON THE NATURE OF THE PROJECT.

Section V - Project Summary

Please write a brief summary of the project including the following information:

Goal: describe the ultimate goal of this project.

Motivation: what prompted your interest in or need for this project.

Educational issue: describe the educational need that this project will address.

Activities: describe the procedures and/or activities for implementing or performing this project; including materials needed, timelines, outside consulting required, and travel requirements. Please indicate if this is a continuation of a previously funded grant.

Assessment: what evidence will you use to verify that your goal has been accomplished.

Section VI – Project Summary (Professional Development Project)

If the major purpose of the project is professional development, please write a detailed project summary concentrating on the professional development being sought. Please address the same topics as noted in Section V, i.e. goal, motivation, educational issue, activities and assessment.

Section VII – Executive Project Summary

Please attach a **brief** project summary that can be used by LEEF to promote the grant. This should be no more than 150 words. If the grant is funded, we will use this paragraph in LEEF marketing materials.

Section VIII - Project Budget (please attach any supporting detail)

Supplies and Materials:

Equipment:

Personnel:

Travel:

Consulting or support fees:

Other, please specify:

Total:

Section VIII - Alternative Funding Source

Are you applying elsewhere for funding?

Will any form of matching funds be available to complement potential funding from LEEF?

Section IX - Project Evaluation Requirement

I understand that should my grant application be funded by LEEF, I am obligated to submit a written evaluation of my project, and to return any unused funds, at the project's completion.

Signature

Date

Please feel free to attach/include any additional information to support your proposal.